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

March 13, 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 AMENDMENTS TO COMMUNITY DEVELOPMENT BLOCK GRANT REIMBURSABLE AND ADVANCE CONTRACTS FOR THREE HANDYWORKER PROJECTS (5)
(3 Vote)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the Community Development Block Grant (CDBG) Reimbursable and Advance Contract Amendments to increase funding for three handyworker programs are exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the handyworker programs will not have the potential for causing a significant effect on the environment.

2. Approve Amendment No. 1 to CDBG Reimbursable Contract No. 101658 with the Santa Clarita Valley Committee on Aging Corporation, to increase the contract amount by $100,000, from $100,000 to $200,000, for its Handyworker Program, using CDBG funds allocated to the Fifth Supervisorial District.

3. Approve Amendment No. 1 to CDBG Advance Contract No. 101660 with the Sun Village Chamber of Commerce, to increase the contract amount by $100,000, from $170,150 to $270,150, for its Handyworker Program - Fifth District, using CDBG funds allocated to the Fifth Supervisorial District.

4. Approve Amendment No. 1 to CDBG Advance Contract No. 101652 with the Center for Community and Family Services, to

increase the contract amount by $100,000, from $197,500 to $297,500, for its Altadena Community Improvement Centers' Handyworker Program, using CDBG funds allocated to the Fifth Supervisorial District.

5. Authorize the Executive Director of the Community Development Commission to execute on behalf of the County of Los Angeles the Contract Amendments, attached hereto in substantially final form, to be effective following approval as to form by County Counsel and execution by all parties, through June 30, 2007.

PURPOSE/JUSTIFICATION 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) for the projects described herein. The proposed Advance and Reimbursable Contract Amendments are 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 and Advance Contract Amendments will be funded with a total of $300,000 in CDBG funds allocated to the Fifth Supervisorial District.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Handyworker Programs provide minor home repair services to upgrade the condition of residential homes, including mobile homes, which are owned or occupied by low- to moderate-income individuals. Handyworker services include: energy conservation, plumbing, exterior/interior home repairs, installation of devices for the elderly and handicapped, and any emergency repairs that will provide security and safety improvements to single-family housing units. These programs revitalize and stabilize targeted neighborhoods and provide meaningful job training opportunities for area residents.

CDBG funds will be used for personnel and non-personnel expenses to reduce waiting lists for handyworker services provided by the three agencies located in the Fifth Supervisorial District.

The Santa Clarita Valley Committee on Aging Corporation Handyworker Program will increase its accomplishments from 27 to 47 housing units in the unincorporated Santa Clarita area. The agency is located at 22900 Market Street, Newhall.

The Sun Village Chamber of Commerce Handyworker Program will increase its

accomplishments from 30 to 40 housing units in the unincorporated Antelope Valley area. The agency is located at 10164 E. Palmdale Blvd., Littlerock.

The Center for Community and Family Services-Altadena Community Improvement Center Handyworker Program will increase its accomplishments from 35 to 60 housing units in the unincorporated Altadena area. The agency is located at 565 N. Rosemead Blvd., Pasadena.

Should the agencies require additional or replacement personnel during the term of the Contracts, they 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 agencies will contact the County's GAIN Division for a list of participants by job category.

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

ENVIRONMENTAL DOCUMENTATION:

Pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (a)(3)(i), this project is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions. It is exempt from the provisions of CEQA, pursuant to State CEQA Guideline 15301, because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT PROGRAM:

The projects meet the HUD national objective of rehabilitating housing for the benefit of low- and moderate-income persons.

Respectfully submitted,

Bobbette A. Glover
for CARLOS JACKSON
Executive Director

Attachment: 4

ATTACHMENT A

APPROVE AMENDMENTS TO COMMUNITY DEVELOPMENT BLOCK GRANT REIMBURSABLE AND ADVANCE CONTRACTS FOR THREE HANDYWORKER PROJECTS (5)

Santa Clarita Valley Committee on Aging Corporation

Board of Directors		Employees	
Total:	15	Total:	69
1	Minorities	31	Minorities
4	Women	42	Women
7%	Minority	45%	Minority
27%	Women	61%	Women

Sun Village Chamber of Commerce

Board of Directors		Employees	
Total:	5	Total:	4
5	Minorities	4	Minorities
2	Women	1	Women
100%	Minority	100%	Minority
40%	Women	25%	Women

Center for Community and Family Services

Board of Directors		Employees	
Total:	13	Total:	135
1	Minorities	60	Minorities
4	Women	117	Women
8%	Minority	44%	Minority
31%	Women	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 agencies.

The recommendation to approve the CDBG Reimbursable and Advance Contract Amendments with the three agencies 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 1

PROJECT TITLE: Handyworker Program – Fifth District

PROJECT NUMBER: L96509-06 CONTRACT NUMBER: 101658

THIS AMENDMENT TO CONTRACT made this _____, day of _____, by the County of Los Angeles, hereinafter called the "County", and the Santa Clarita Valley Committee on Aging Corporation, hereinafter called the "Operating Agency".

WITNESSETH THAT:

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

NOW, THEREFORE, in consideration of the mutual covenants herein set forth and the mutual benefits to be derived there from, the parties agree as follows:

1. **COMPENSATION AND METHOD OF PAYMENT** has been amended to show the following: two hundred thousand dollars (**$200,000**). This is an increase of one hundred thousand dollars (**$100,000**).

2. **BUDGET SECTION** is amended to reflect the new compensation amount of: two hundred thousand dollars (**$200,000**).

3. **Exhibit A has been amended to show the following changes:** Eligibility Summary Section (Estimated Accomplishments increased from 27 Housing Units to 47 Housing Units).

4. An amended Exhibit A, Project Description and Activity Budget, is attached hereto and incorporated herein, and substituted in its entirety for the previously attached Exhibit A. All other terms and conditions of said Agreement shall remain the same.

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

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.
County Counsel

By: _____
Deputy

SANTA CLARITA VALLEY COMMITTEE ON AGING CORPORATION
Operating Agency

By: _____

Title: _____

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. 101658 Version 1

PROJECT	OPERATING AGENCY
Project No: L96509-06 Title: Handyworker Program Funding Period: 7/1/2006 To: 6/30/2007 Jurisdiction: 5th District	**Organization** Name: Santa Clarita Valley Committee on Aging Corp. Type: CBO CDC Program Mgr: Jennifer Blackwell

Project Administration

Anne DeBusk, Administrative Director
Santa Clarita Valley Committee on Aging Corp.
22900 Market Street
Newhall, CA 91321
P: (661) 259-9444
F: (661) 259-1647

Eligibility Summary

Funding Source: CDBG
HUD Code: 14A Rehabilitation: Single-Unit Residential
Eligibility Citation: 570.202 (a)(1)(b)(2)(4)(5)(9)(11)(7)(iv)
National Objective: LMH
Nat. Objective Citation: 570.208(a)(3)
Est. Accomplishments: 47 Performance Indicator: Housing Units

Activity Summary

This is a continuing project to provide minor home repairs and rehabilitation services to eligible low- and moderate-income households within the unincorporated areas in the Santa Clarita Valley that are part of the Fifth Supervisorial District. The objective of this program is to upgrade the condition of homes, including mobile homes that are considered part of the County's permanent housing stock. This program will contribute to the overall revitalization and stability of the targeted neighborhoods while providing meaningful training opportunities for area residents. This project is anticipated to assist approximately 27 households.

CDBG funds will be used for personnel and non-personnel costs.

Special Conditions

Per NESHAP (40 CFR Part 61), Cal-OSHA Rule 1529, and South Coast AQMD Rule 1403, the operating agency is required to test the work area for asbestos containing materials (ACM) in structures built before 1980. If ACM is identified, then removal, disposal, and/or handling of the materials shall be conducted by a certified asbestos contractor in accordance with applicable regulations. Suspect asbestos containing materials include flooring materials, wall materials, ceiling materials, and roofing materials.

(HANDYWORKER AGENCIES ONLY) Per 36 CFR Part 800- Protection of Historic Properties (Section 106 Historic Review) and 24 CFR Part 55- Floodplain Management: the Operating Agency shall submit to the Community Development Commission (CDC) a Basic Property Identification Form for all NON-EXEMPT work to be performed on properties to be rehabilitated. Review of

potentially historic structures and clearance of those structures through this process, must be granted PRIOR to incurring any costs or starting the rehabilitation of the property. Historic properties that may be adversely impacted will be evaluated by the State Historic Preservation Officer (SHPO). Floodplain review and public noticing in compliance with the National Environmental Policy Act (NEPA) of 1969 must also be completed where applicable. When doing NON-EXEMPT work, each property must be cleared through this office on an INDIVIDUAL basis. The activities listed below ('EXEMPT ACTIVITIES') do not require submittal of a Property Identification form. These activities are exempt only if materials are replaced 'in-kind' to match existing form and style. Also, the following guidelines must be followed:

1. Any building with unpainted wood-shingle siding must be submitted to the CDC for review if work to the exterior is proposed.
2. Work involving windows with leaded or stained glass must be submitted to the CDC for review.
3. Work involving the replacement of any part of the window framing, structural opening shape or dividers between the apneas must be submitted to the CDC for review.
4. Any replacement of doors, doorframes, or window framing for weatherization purposes, or any other reason, must be submitted to the CDC for review.

EXEMPT ACTIVITIES

1. Painting and Finishing of Walls

a. Exterior surfaces, including graffiti removal, ONLY if destructive surface preparation treatments are not used and the surface is not disturbed. If the surface area is disturbed, the total work area must be less than twenty [20] square feet.
b. Interior surfaces ONLY if destructive surface preparation treatments are not used and the surface is not disturbed. If the area is disturbed, the total work area must be less than two [2] square feet.
c. This exemption does NOT apply to:
1) acoustic ceilings, which have the possibility of containing asbestos,
2) activities that may disturb asbestos containing materials (ACM), and
3) destructive surface preparation treatments, such as scraping or water/sand blasting

2. Wall Resurfacing

a. Plastering-small holes and areas (ONLY if the area is not further disturbed)
b. Wallboard-small holes and areas (ONLY if the area is not further disturbed)

3. Installation of hand-rails and other minor assistance devices for the Elderly and Handicapped (subject to compliance with the standards of the Los Angeles County Department of Building and Safety).

4. Minor Plumbing Repairs and Minor Plumbing Fixture Replacement (i.e. faucets, handles, etc.)

5. Repairing or Replacing Exterior Window and Door Screens

6. Repairing or Replacing Interior Doors

7. Minor Repair to Vinyl Flooring (NOT replacement or other work that may disturb the area)

8. Repair/Replacement of Rain Gutters

9. Minor Cement and Asphalt Repairs

10. Weather-stripping Doors and Windows

a. Caulking
b. Replacement glazing
c. Stripping

11. Installation of Water Heater Insulation Blankets

12. Installing Security Devices

a. Dead bolt locks
b. Window locks
c. Door peepholes (solid core doors)

13. Removal of excess foliage (ONLY if in the normal course of handyworker activities)

14. Fence repairs with 'in-kind' materials

15. Garage door repair with 'in-kind' materials (NOT replacement
)

The Operating Agency shall maintain income documentation to insure that at least 51 percent of program beneficiaries are of low- and moderate-income.

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.

Per 24 CFR 35: Lead-Based Paint Poisoning Prevention in Certain Residential Structures: the operating agency is required to provide (where appropriate) notification, evaluation and reduction of lead-based paint hazards in Federally owned residential property and housing receiving Federal financial assistance for structures built before 1978. The operating agency shall maintain appropriate records to indicate compliance with this regulation on a property-by-property basis. Projects that are not exempt must comply with the regulation and follow procedures based on the funding amount for each project.

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.

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.

The Operating Agency must maintain the use of equipment purchased for a period of no less than five (5) years from the date acquired. If the Operating Agency changes the use of or disposes of the equipment, the CDBG Program must be reimbursed in the amount of the current fair market value of the equipment.

Contracted Services/Subrecipients

The services of financial consultants will be used to perform an annual audit of the program to insure program compliance according to Federal regulations. Contracted services for pest control will also be provided.

Funding Summary

Cost Category	Amount
Personnel	$160,000.00
Non-Personnel	$40,000.00
Total	**$200,000.00**

Service Area

Region	Population	Low/Mod Pop
9108.03 Acton-mint Canyon - Agua Dulce/lakeview/vasquez Rocks -u	3,350	480
9108.04 Acton-mint Canyon - Agua Dulce/lakeview/vasquez Rocks -u	2,543	468
9108.05 Acton-mint Canyon - Agua Dulce/lakeview/vasquez Rocks -u	4,870	1,135
9108.06 Acton-mint Canyon - Agua Dulce/lakeview/vasquez Rocks -u	213	30
9108.07 East Canyon Country - Lang/sulphur Springs -u	474	95
9108.08 East Canyon Country - Lang/sulphur Springs -u	550	9
9108.09 East Canyon Country - Lang/sulphur Springs -u	353	0
9108.10 East Canyon Country - Lang/sulphur Springs -u	1,358	153
9200.13 West Canyon Country - Bouquet Canyon/forrest Park -u	0	0

9200.14	West Canyon Country - Bouquet Canyon/forrest Park -u	243	48
9200.15	West Canyon Country - Bouquet Canyon/forrest Park -u	202	58
9200.16	West Canyon Country - Bouquet Canyon/forrest Park -u	647	71
9200.18	West Canyon Country - Bouquet Canyon/forrest Park -u	0	0
9200.19	West Canyon Country - Bouquet Canyon/forrest Park -u	32	0
9200.20	West Canyon Country - Bouquet Canyon/forrest Park -u	1,826	430
9200.26	West Canyon Country - Bouquet Canyon/forrest Park -u	346	126
9200.27	Acton-mint Canyon - Agua Dulce/lakeview/vasquez Rocks -u	19	0
9200.28	West Canyon Country - Bouquet Canyon/forrest Park -u	0	0
9200.32	West Canyon Country - Bouquet Canyon/forrest Park -u	708	28
9200.33	West Canyon Country - Bouquet Canyon/forrest Park -u	401	123
9200.34	West Canyon Country - Bouquet Canyon/forrest Park -u	412	142
9200.37	West Canyon Country - Bouquet Canyon/forrest Park -u	4,040	1,651
9200.40	West Canyon Country - Bouquet Canyon/forrest Park -u	54	0
9200.41	West Canyon Country - Bouquet Canyon/forrest Park -u	0	0
9200.42	West Canyon Country - Bouquet Canyon/forrest Park -u	1,418	293
9200.43	West Canyon Country - Bouquet Canyon/forrest Park -u	777	61
9201.03	Castaic-val Verde -u	2,657	688
9201.04	Castaic-val Verde -u	1,707	96
9201.05	Castaic-val Verde -u	7,943	841
9201.06	Castaic-val Verde -u	2,740	1,005
9201.07	Castaic-val Verde -u	0	0
9201.08	Castaic-val Verde -u	0	0
9201.09	West Canyon Country - Bouquet Canyon/forrest Park -u	1,445	78
9201.10	West Canyon Country - Bouquet Canyon/forrest Park -u	476	112
9201.13	West Canyon Country - Bouquet Canyon/forrest Park -u	0	0
9202.00	Castaic-val Verde -u	0	0

9203.03	Oat Mountain -u	979	182	
9203.12	West Santa Clarita Valley - Stevenson Ranch -u	145	82	
9203.26	West Santa Clarita Valley - Stevenson Ranch -u	3,777	455	
9203.27	West Santa Clarita Valley - Stevenson Ranch -u	6,439	528	
Grand Total:		**53,144**	**9,468**	**17.82% Low/Mod**

COUNTY OF LOS ANGELES
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
ADVANCE CONTRACT AMENDMENT 1

PROJECT TITLE: Handyworker Program – Fifth District

PROJECT NUMBER: L96512-06 CONTRACT NUMBER: 101660

THIS AMENDMENT TO CONTRACT made this _____, day of _____, by the County of Los Angeles, hereinafter called the "County", and the Sun Village Chamber of Commerce, hereinafter called the "Operating Agency".

WITNESSETH THAT:

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

NOW, THEREFORE, in consideration of the mutual covenants herein set forth and the mutual benefits to be derived there from, the parties agree as follows:

5. **COMPENSATION AND METHOD OF PAYMENT** has been amended to show the following: two hundred seventy thousand one hundred fifty dollars (**$270,150**). This is an increase of one hundred thousand dollars (**$100,000**).

6. **BUDGET SECTION** is amended to reflect the new compensation amount of: two hundred seventy thousand one hundred fifty dollars (**$270,150**).

7. **Exhibit A has been amended to show the following changes**: Eligibility Summary Section (Estimated Accomplishments increased from 30 Housing Units to 40 Housing Units).

8. An amended Exhibit A, Project Description and Activity Budget, is attached hereto and incorporated herein, and substituted in its entirety for the previously attached Exhibit A. All other terms and conditions of said Agreement shall remain the same.

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

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.
County Counsel

By: _____
Deputy

SUN VILLAGE CHAMBER OF COMMERCE
Operating Agency

By: _____

Title: _____

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. 101660 Version 1

PROJECT	OPERATING AGENCY
Project No: L96512-06 Title: Handyworker Program - Fifth District Funding Period: 7/1/2006 To: 6/30/2007 Jurisdiction: 5th District	Organization Name: Sun Village Chamber of Commerce Type: CBO CDC Program Mgr: Jennifer Blackwell

Project Administration

Vernon Beaner, Executive Director
Sun Village Chamber of Commerce
10164 E. Palmdale Blvd.
P.O. Box 206
Littlerock, CA 93543

Eligibility Summary

Funding Source: CDBG
HUD Code: 14A Rehabilitation: Single-Unit Residential
Eligibility Citation: 570.202 (a)(1)(4)(b)(2)(4)(5)(9)
National Objective: LMH
Nat. Objective Citation: 570.208(a)(3)
Est. Accomplishments: 40 Performance Indicator: Housing Units

Activity Summary

This is a continuing program which provides minor home repair and rehabilitation services to eligible low-to moderate-income households within the Fifth Supervisorial District. The objective of this program is to upgrade the condition of residential homes including mobile homes, which are owned or occupied by low-to-moderate income individuals and considered part of the County's permanent housing stock. This program allows for the overall revitalization and stability of the targeted neighborhoods and provides meaningful job training opportunities for area residents.

CDBG funds will be used to pay for a portion of the salaries and benefits of administrative and rehabilitation personnel, which includes the following positions: one (1) Supervisor/Crew Worker, one (1) crew worker, one (1) Painter, and one (1) Program Administration Clerk/field worker. As well as cover non-personnel costs, which includes office supplies, trash pick-up expenses, accountant services, utilities, liability and safety bond insurance, building lease, repair of existing equipment (i.e tools), purchase of materials, office supplies, mileage for use of personal vehicle to pick up materials, truck insurance, auto registration, gasoline to carry out the Handyworker Program, and alarm system.

Special Conditions

PREVAILING WAGE REQUIREMENTS: The Operating Agency is advised that the prevailing wage requirements of the Davis-Bacon and Related Acts and the Federal Labor Standards Provisions apply to all construction activities and demolition in conjunction with construction comprising $2,000 or more in cost. These prevailing wage requirements also apply to contracts for the rehabilitation of residential property when the contract contains eight (8) or more housing units at the site of construction. The Operating Agency must notify the CDBG Labor Compliance Officer/Specialist of the date, time, and location of the Pre-Construction Conference at least 10 calendar days in advance.

TEN PERCENT RETENTION: CDC will retain ten percent (10%) of the CDBG contract amount for this project until a Contract and Labor Compliance File Review of the Labor Standards Enforcement File is completed and a clearance letter is issued. The Operating Agency must request a Contract and Labor Compliance File Review by the CDBG Labor Compliance Officer/Specialist at least 30 calendar days prior to the anticipated completion of construction activities.

The Operating Agency is advised that ten percent (10%) of the total construction contract award be retained by the Operating Agency to allow for the availability of funds to remedy all outstanding monetary liability that can result from the violation of this contract, the Davis-Bacon and Related Acts, and Federal Labor Standards Provisions.

SECTION 3 REQUIREMENTS: The Operating Agency is advised that a training and employment opportunity program for low- and very low-income individuals must be implemented in conjunction with all construction projects with contracts in excess of $100,000, when the amount of Federal assistance to the Operating Agency exceeds $200,000 in order to meet the requirements of Section 3 of the Housing and Urban Development Act of 1968. The Operating Agency is required to conduct a Section 3 Pre-Bid Meeting for all interested bidders to review the construction contract program requirements applicable to the project. The Operating Agency is required to contact the CDBG Labor Compliance Officer/Specialist of the Community Development Commission (CDC) at least 10 calendar days prior to the Section 3 Pre-Bid Meeting to arrange for their participation.

The Operating Agency must ensure that each contractor that is awarded a construction contract based on Section 3 qualification provides a "Section 3 Compliance Report" with the final Certified Payroll Report. The Operating Agency must compile and submit reports on Section 3 accomplishments to CDC as directed by CDBG Bulletin.

LABOR STANDARDS ADMINISTRATION AND ENFORCEMENT: To meet minimum program requirements, the Operating Agency must provide its CDBG Program Manager with any updates to the Construction Schedule within 10 calendar days of any change. The contract award must be documented by:
*Providing the CDBG Labor Compliance Officer/Specialist with a copy of the "Agency Report of Contract Award" within 10 calendar days of awarding any contract or subcontract involving construction activity;
*Providing the U.S. Department of Labor (DOL) Office of Federal Contract Compliance Programs with a written "Notice of Contract Award" within 10 calendar days of awarding a contract in the amount of $10,000 or more; and
*Providing the "Contract-Subcontract Activity Report" as directed by CDBG Bulletin.

The Operating Agency must also establish and maintain a Labor Standards Enforcement File for each contractor working at the project site in accordance with the CDBG Contract and Labor Compliance Guidelines. The Operating Agency must:
*Actively monitor the project site on a continuous basis to conduct Employee Field Interviews with workers;
*Document all posting requirements and ensure that postings are accessible to workers;
*Ensure that all contractors working at the project site submit all compliance documents within 10 calendar days of contract award;
*Ensure that all contractors submit weekly Certified Payroll Reports within 10 calendar days of the pay period ending date; and
*Ensure that a Certified Payroll Report is submitted for each week that work is performed.

All weekly Certified Payroll Reports must be reviewed by the Operating Agency for completeness and accuracy upon receipt. The Operating Agency's review must include:
*Reconciliation of all Employee Field Interviews with each contractor's weekly Certified Payroll Report;
*Assurance that all documents supporting "other" deductions and "apprentice" status letters is attached to the corresponding contractor's weekly Certified Payroll Report.

In the event of a discrepancy, the Operating Agency must suspend or withhold payment as allowed by law and in accordance with the contract between the Operating Agency and the prime contractor. The Operating Agency must also notify the prime contractor in writing within 10 calendar days of the discovery of such a discrepancy. This written notification must:
*Provide a detailed description of the discrepancy, including all necessary support documentation;
*Outline the required corrective action;
*Notify the contractor of their right to appeal;
*Require the prime contractor to respond to the notification within 10 calendar days of its receipt; and
*Inform the prime contractor that failure to sufficiently resolve the discrepancy within 10 calendar days, as detailed in the corrective action required, will lead to the Operating Agency suspending or withholding payment, as allowed by law and in accordance with the contract between the Operating Agency and the prime contractor.

In the event of a labor violation, the Operating Agency must:
*Provide the CDBG Labor Compliance Officer/Specialist with a "Report of Violation" within 10 calendar days of the date of the discovery of any violations involving underpayments to workers as outlined in the CDBG Contract and Labor Compliance Guidelines;
*Provide the CDBG Labor Compliance Officer/Specialist with an "Enforcement Report" (29 CFR 5.7) within 30 calendar days of the disposition date for each labor violation that involves underpayments to workers in the amount of $500 or more for willful violations or unintentional underpayments of $1,000 or more as outlined in the Federal Labor Standards Provisions;
*Provide CDC with a "Semi-Annual Labor Standards Enforcement Report" summarizing all labor violation enforcement activities for the year as directed by CDBG Bulletin.

PENALTIES: Failure by the Operating Agency to comply with this contract will result in a written notification from CDC that the Operating Agency is subject to one or more of the following penalties, including but not limited to:
*Suspension of payment of contract funds;
*Withholding of contract retention funds; and
*Termination of Contract.

SANCTIONS: Failure by the Operating Agency to comply with this contract will result in a written notification from CDC that the Operating Agency will be subject to consideration for placement on one of the following HUD sanction lists:
*Limited Participation List;
*List of Parties Excluded from receiving Federally Assisted contracts.

Per NESHAP (40 CFR Part 61), Cal-OSHA Rule 1529, and South Coast AQMD Rule 1403, the operating agency is required to test the work area for asbestos containing materials (ACM) in structures built before 1980. If ACM is identified, then removal, disposal, and/or handling of the materials shall be conducted by a certified asbestos contractor in accordance with applicable regulations. Suspect asbestos containing materials include flooring materials, wall materials, ceiling materials, and roofing materials.

The Operating Agency must maintain the following information for federal reporting and monitoring purposes: the name, address, ethnicity, and female head of household status for all clients.

The Operating Agency must maintain census tract information on clients served and make it a goal to market their program to residents of the Los Angeles Urban County, which includes the unincorporated areas and the Participating Cities.

(HANDYWORKER AGENCIES ONLY) Per 36 CFR Part 800- Protection of Historic Properties (Section 106 Historic Review) and 24 CFR Part 55- Floodplain Management: the Operating Agency shall submit to the Community Development Commission (CDC) a Basic Property Identification Form for all NON-EXEMPT work to be performed on properties to be rehabilitated. Review of

potentially historic structures and clearance of those structures through this process, must be granted PRIOR to incurring any costs or starting the rehabilitation of the property. Historic properties that may be adversely impacted will be evaluated by the State Historic Preservation Officer (SHPO). Floodplain review and public noticing in compliance with the National Environmental Policy Act (NEPA) of 1969 must also be completed where applicable. When doing NON-EXEMPT work, each property must be cleared through this office on an INDIVIDUAL basis. The activities listed below ('EXEMPT ACTIVITIES') do not require submittal of a Property Identification form. These activities are exempt only if materials are replaced 'in-kind' to match existing form and style. Also, the following guidelines must be followed:

1. Any building with unpainted wood-shingle siding must be submitted to the CDC for review if work to the exterior is proposed.
2. Work involving windows with leaded or stained glass must be submitted to the CDC for review.
3. Work involving the replacement of any part of the window framing, structural opening shape or dividers between the apneas must be submitted to the CDC for review.
4. Any replacement of doors, doorframes, or window framing for weatherization purposes, or any other reason, must be submitted to the CDC for review.

EXEMPT ACTIVITIES

1. Painting and Finishing of Walls

a. Exterior surfaces, including graffiti removal, ONLY if destructive surface preparation treatments are not used and the surface is not disturbed. If the surface area is disturbed, the total work area must be less than twenty [20] square feet.
b. Interior surfaces ONLY if destructive surface preparation treatments are not used and the surface is not disturbed. If the area is disturbed, the total work area must be less than two [2] square feet.
c. This exemption does NOT apply to:
1) acoustic ceilings, which have the possibility of containing asbestos,
2) activities that may disturb asbestos containing materials (ACM), and
3) destructive surface preparation treatments, such as scraping or water/sand blasting

2. Wall Resurfacing

a. Plastering-small holes and areas (ONLY if the area is not further disturbed)
b. Wallboard-small holes and areas (ONLY if the area is not further disturbed)

3. Installation of hand-rails and other minor assistance devices for the Elderly and Handicapped (subject to compliance with the standards of the Los Angeles County Department of Building and Safety).

4. Minor Plumbing Repairs and Minor Plumbing Fixture Replacement (i.e. faucets, handles, etc.)

5. Repairing or Replacing Exterior Window and Door Screens

6. Repairing or Replacing Interior Doors

7. Minor Repair to Vinyl Flooring (NOT replacement or other work that may disturb the area)

8. Repair/Replacement of Rain Gutters

9. Minor Cement and Asphalt Repairs

10. Weather-stripping Doors and Windows

a. Caulking
b. Replacement glazing
c. Stripping

11. Installation of Water Heater Insulation Blankets

12. Installing Security Devices

a. Dead bolt locks
b. Window locks
c. Door peepholes (solid core doors)

13. Removal of excess foliage (ONLY if in the normal course of handyworker activities)

14. Fence repairs with 'in-kind' materials

15. Garage door repair with 'in-kind' materials (NOT replacement
)

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.

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.

The Operating Agency must maintain the following information for federal reporting and monitoring purposes: the name, address, census tract, ethnicity and female head of household status for all clients.

Contracted Services/Subrecipients

Agency will procure and contract out for accounting services on a year to year basis.

Funding Summary

Cost Category	Amount
Personnel	$124,621.00
Non-Personnel	$145,529.00
Total	$270,150.00

Location

Name: Sun Village Chamber of Commerc

Address: 10164 E Palmdale Blvd

City: Littlerock

Service Area

Region	Population	Low/Mod Pop
9009.00 BG 1 Quartz Hill - Del Sur/green Valley/leona Valley -u	1,706	501
9009.00 BG 2 Quartz Hill - Del Sur/green Valley/leona Valley -u	393	259
9010.04 BG 3 Quartz Hill - Del Sur/green Valley/leona Valley -u	59	0
9011.01 BG 1 Quartz Hill - Del Sur/green Valley/leona Valley -u	560	359
9011.01 BG 2 Quartz Hill - Del Sur/green Valley/leona Valley -u	2,285	908
9011.02 BG 1 Quartz Hill - Del Sur/green Valley/leona Valley -u	2,102	863
9011.02 BG 2 Quartz Hill - Del Sur/green Valley/leona Valley -u	1,963	686
9011.02 BG 3 Quartz Hill - Del Sur/green Valley/leona Valley -u	44	0
9012.05 BG 1 Quartz Hill - Del Sur/green Valley/leona Valley -u	165	12
9012.05 BG 3 Quartz Hill - Del Sur/green Valley/leona Valley -u	1,567	709
9012.07 BG 1 Quartz Hill - Del Sur/green Valley/leona Valley -u	1,445	357
9101.00 BG 1 South Antelope Valley -u	841	694
9102.01 BG 2 South Antelope Valley -u	403	402
9102.02 BG 1 South Antelope Valley -u	1,554	156

9102.02 BG 2 South Antelope Valley -u	1,491	290	
9102.03 BG 3 South Antelope Valley -u	1,741	871	
9102.05 BG 1 South Antelope Valley -u	1,148	320	
9102.06 BG 1 South Antelope Valley -u	90	0	
9103.01 BG 1 Quartz Hill - Del Sur/green Valley/leona Valley -u	1,057	219	
9103.01 BG 2 Quartz Hill - Del Sur/green Valley/leona Valley -u	1,798	372	
9104.01 BG 1 South Antelope Valley -u	525	43	
9107.08 BG 1 South Antelope Valley -u	483	202	
9107.09 BG 1 South Antelope Valley -u	683	174	
9001.01 East Antelope Valley (lake Los Angeles/roosevelt) (u)	11,849	6,073	
9001.02 East Antelope Valley (lake Los Angeles/roosevelt) (u)	899	374	
9002.00 East Antelope Valley (lake Los Angeles/roosevelt) (u)	1,318	519	
9003.00 East Antelope Valley (lake Los Angeles/roosevelt) (u)	603	300	
9012.06 Quartz Hill (del Sur/green Valley/leona Valley) (u)	1,112	316	
9100.00 Littlerock-pearblossom (juniper Hills/longview/llano) (u)	10,813	4,706	
9109.01 Littlerock-pearblossom (juniper Hills/longview/llano) (u)	1,365	318	
9109.02 Littlerock-pearblossom (juniper Hills/longview/llano) (u)	1,327	694	
9110.00 Littlerock-pearblossom (juniper Hills/longview/llano) (u)	1,143	451	
Grand Total:	54,532	22,148	40.61% Low/Mod

COUNTY OF LOS ANGELES
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
ADVANCE CONTRACT AMENDMENT 1

PROJECT TITLE: Altadena Community Improvement Center - Handyworker Program

PROJECT NUMBER: 600115-06 CONTRACT NUMBER: 101652

THIS AMENDMENT TO CONTRACT made this _____, day of _____, by the County of Los Angeles, hereinafter called the "County", and the Center for Community and Family Services, hereinafter called the "Operating Agency".

WITNESSETH THAT:

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

NOW, THEREFORE, in consideration of the mutual covenants herein set forth and the mutual benefits to be derived there from, the parties agree as follows:

9. **COMPENSATION AND METHOD OF PAYMENT** has been amended to show the following: two hundred ninety seven thousand five hundred dollars (**$297,500**). This is an increase of one hundred thousand dollars (**$100,000**).

10. **BUDGET SECTION** is amended to reflect the new compensation amount of: two hundred ninety seven thousand five hundred dollars (**$297,500**).

11. **Exhibit A has been amended to show the following changes:** Eligibility Summary Section (Estimated Accomplishments increased from 35 Housing Units to 60 Housing Units).

12. An amended Exhibit A, Project Description and Activity Budget, is attached hereto and incorporated herein, and substituted in its entirety for the previously attached Exhibit A. All other terms and conditions of said Agreement shall remain the same.

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

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.
County Counsel

By: _____
Deputy

CENTER FOR COMMUNITY AND FAMILY SERVICES
Operating Agency

By: _____

Title: _____

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. 101652 Version 1

PROJECT	OPERATING AGENCY
Project No: 600115-06 Title: Altadena Community Improvement Center - Handyworker Program Funding Period: 7/1/2006 To: 6/30/2007 Jurisdiction: 5th District	Organization Name: Center for Community and Family Services Type: CBO CDC Program Mgr: Josie Sifuentes

Project Administration

Ronald K. Matthews, Program Director
Altadena Community Improvement Center
565 N. Rosemead Blvd.
Pasadena, CA 91107
Voice: (626) 583-1764
Wireless: (626)216-7322
Fax: (626) 351-4713
E-mail: ron.matthews@ccafs.org

Antinette Jackson, CFO (Fiscal & Administrative contact)
Center For Community & Family Services, Inc.
565 N. Rosemead Blvd.
Pasadena, CA 91107
Voice: (626) 583-1785
Fax: (626) 795-5814
E-mail: antinettejackson@ccafs.org

Eligibility Summary

Funding Source: CDBG
HUD Code: 14A Rehabilitation: Single-Unit Residential
Eligibility Citation: 570.202 (a)(1)(b)(2)(4)(5)(9)
National Objective: LMH
Nat. Objective Citation: 570.208(a)(3)
Est. Accomplishments: 60 Performance Indicator: Housing Units

Activity Summary

This continuing project provides minor home repairs and rehabilitation services to eligible low- and moderate-income households within the Altadena area of the Fifth Supervisorial District. The Center for Community and Family Services is the fiscal/administrative lead for the project, however, the program is implemented by the Altadena Community Improvement Center.

Handyworker services are focused on the following activities: energy conservation, plumbing, exterior/interior home repairs, installation of devices for the elderly and handicapped, and any emergency repairs that will provide security and safety improvements to single-family housing units. The maximum amount of each handyworker grant per household will not exceed $3,500.

CDBG funds will be used to pay for personnel costs, non-personnel costs, and administrative costs based on an annually approved cost allocation plan.

Special Conditions

Per NESHAP (40 CFR Part 61), Cal-OSHA Rule 1529, and South Coast AQMD Rule 1403, the operating agency is required to test the work area for asbestos containing materials (ACM) in structures built before 1980. If ACM is identified, then removal, disposal, and/or handling of the materials shall be conducted by a certified asbestos contractor in accordance with applicable regulations. Suspect asbestos containing materials include flooring materials, wall materials, ceiling materials, and roofing materials.

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7. Minor Repair to Vinyl Flooring (NOT replacement or other work that may disturb the area)

8. Repair/Replacement of Rain Gutters

9. Minor Cement and Asphalt Repairs

10. Weather-stripping Doors and Windows
a. Caulking
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c. Stripping

11. Installation of Water Heater Insulation Blankets

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* 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.

Per 24 CFR 35: Lead-Based Paint Poisoning Prevention in Certain Residential Structures: the operating agency is required to provide (where appropriate) notification, evaluation and reduction of lead-based paint hazards in Federally owned residential property and housing receiving Federal financial assistance for structures built before 1978. The operating agency shall maintain appropriate records to indicate compliance with this regulation on a property-by-property basis. Projects that are not exempt must comply with the regulation and follow procedures based on the funding amount for each project.

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.

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.

The Operating Agency must maintain the use of equipment purchased for a period of no less than five (5) years from the date acquired. If the Operating Agency changes the use of or disposes of the equipment, the CDBG Program must be reimbursed in the amount of the current fair market value of the equipment.

Contracted Services/Subrecipients

Agency may contract with consultants to perform a variety of repair services.

Funding Summary

Cost Category	Amount
Personnel	$172,640.00
Non-Personnel	$105,615.00
Administrative Costs	$19,245.00
Total	$297,500.00

Service Area

Region	Population	Low/Mod Pop
1041.07 BG 1 South Slope-san Gabriel Mts -u	424	148
3001.00 BG 1 La Cresenta-montrose -u	1,610	150
3001.00 BG 2 La Cresenta-montrose -u	1,119	108
3001.00 BG 3 La Cresenta-montrose -u	1,306	99

3001.00 BG 4 La Cresenta-montrose -u		1,805	258
3005.01 BG 1 La Cresenta-montrose -u		1,574	478
3005.01 BG 2 La Cresenta-montrose -u		593	182
3005.01 BG 3 La Cresenta-montrose -u		650	75
3005.02 BG 1 La Cresenta-montrose -u		1,887	700
3005.02 BG 2 La Cresenta-montrose -u		1,103	363
3005.02 BG 3 La Cresenta-montrose -u		1,446	539
4631.01 BG 1 East Pasadena -u		727	233
4631.01 BG 2 East Pasadena -u		1,690	604
4800.11 BG 1 East San Gabriel -u		2,179	909
4800.11 BG 5 East San Gabriel -u		2,853	1,288
9300.00 BG 1 South Slope-san Gabriel Mts -u		248	94
9301.00 BG 9 South Slope-san Gabriel Mts -u		157	40
9302.00 BG 1 South Slope-san Gabriel Mts -u		73	17
9302.00 BG 2 South Slope-san Gabriel Mts -u		177	66
9302.00 BG 9 South Slope-san Gabriel Mts -u		216	80
1041.04 (u)	Lakeview Terrace (lakeview)	6	0
1042.02 (u)	Lakeview Terrace (lakeview)	0	0
1061.11 (u)	Lakeview Terrace (lakeview)	0	0
3002.00	La Cresenta-montrose (u)	5,278	1,237
4600.00	East Pasadena (u)	1,102	50
4601.00	Altadena (u)	5,720	699
4602.00	Altadena (u)	5,444	1,047
4603.01	Altadena (u)	4,470	1,020
4603.02	Altadena (u)	4,239	1,729
4610.00	Altadena (u)	5,824	2,774
4611.00	Altadena (u)	4,616	1,816
4612.00	Altadena (u)	4,381	528
4613.00	Altadena (u)	6,255	2,311
4625.00	Altadena (u)	664	287
4631.02	East Pasadena (u)	3,583	1,126
4633.00	East Pasadena (u)	2,103	465
4800.02	East San Gabriel (u)	3,199	479
4800.12	East San Gabriel (u)	3,884	1,571
4801.02	East San Gabriel (u)	2,468	600
4812.02	East San Gabriel (u)	5,748	2,422

Grand Total:	90,821	26,592	29.28%	Low/Mod