HOUSING AUTHORITY
of the County of Los Angeles
Administrative Office
2 Coral Circle • Monterey Park, CA 91755
323.890.7001 • TTY: 323.838.7449 • www.lacdc.org

Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Cordé D. Carrillo
Acting Executive Director

AGENDA
FOR THE REGULAR MEETING OF THE LOS ANGELES COUNTY HOUSING COMMISSION
WEDNESDAY, FEBRUARY 25, 2009
12:00 NOON
HEADQUARTERS
2 CORAL CIRCLE
MONTEREY PARK, CA 91755
(323) 890-7001

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1. **Call to Order**

2. **Roll Call**

Severyn Aszkenazy, Chair
Lynn Caffrey Gabriel, Vice Chair
Adriana Martinez
Henry Porter, Jr.
Philip Dauk
Alberta Parrish

3. **Reading and Approval of the Minutes of the Previous Meetings**

Regular Meeting of January 28, 2009

4. **Report of the Executive Director**

5. **Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

6. **Staff Presentations**

Contract Status Report – Geoffrey Siebens
Legislative Update – Elisa Vasquez
Agency Plan – Marisela Crabbe and Karrin Cardwell

Regular Agenda

7. **Approve an Elevator Consulting Services Agreement for the Elevator Modernization of Fifteen Elevators at Five Housing Authority Senior Housing Developments (1, 4, 5)**
   Recommend that the Board of Commissioners find that the approval of an Agreement to provide elevator evaluation and design consulting services is not subject to the provisions of CEQA; approve and authorize the Acting Executive Director to execute an elevator evaluation and design consulting services Agreement in the aggregate amount not to exceed $375,000, with Integrated Design Systems Group, Inc. to complete elevator evaluation and design services for the modernization of 15 elevators at five senior housing developments. (APPROVE)

8. **Approve a Consulting Architectural and Civil Engineering Services Agreement for Parking Lots and Sidewalk Modernization at Four Housing Authority Housing Developments (1, 4, 5)**
   Recommend that the Board of Commissioners find that the architectural and civil engineering phase of the parking lots and sidewalks modernization project at the four Housing Authority housing developments is not subject to the provisions of CEQA; approve and authorize the Acting Executive Director to execute an architectural and civil engineering consulting services agreement in an amount not to exceed $1,600,000, with Integrated Design Systems Group, Inc., to complete analysis and design services for the modernization of a total of 36 parking lots and sidewalks at four housing developments. (APPROVE)

9. **Approve the Annual Plan for the Housing Authority of the County of Los Angeles (All Districts)**
   Recommend that the Board of Commissioners find that the activities in the attached Annual Plan for Fiscal Year 2009-2010, as described herein, are not subject to the provisions of CEQA; approve the attached Annual Plan, as required by the U.S. Department of Housing and Urban Development (HUD); authorize the Acting Executive Director to execute all documents required to receive approximately $5,847,288 in Capital Fund Program funds from HUD for resident programs, operating costs, and the rehabilitation of 1,737 housing units at eight Conventional Public Housing Program developments throughout Los Angeles County, as described in the Annual Plan; and authorize the Acting Executive Director to submit the Annual Plan to HUD by April 17, 2009. (APPROVE)

10. **Approve Contract for Master Pest Control Services for All Housing Developments Located within Los Angeles County (All Districts)**
    Recommend that the Board of Commissioners find that a pest control Contract is exempt from CEQA; approve and authorize the Acting Executive Director to execute a one-year Contract in the amount of $64,992 with Lone Star Termite and Pest Control Inc. (APPROVE)

11. **Adopt Resolution Declaring Intent to Issue Multifamily Housing Mortgage Revenue Bonds for Multifamily Senior Housing Located in Unincorporated East Rancho Dominguez and in the City of Compton (District 2)**
Recommend that the Board of Commissioners find that adoption of a Resolution declaring the intent of the Housing Authority of the County of Los Angeles to issue Multifamily Housing Mortgage Revenue Bonds is not subject to CEQA; adopt and instruct the Chairman to sign the attached Resolution, as required under Treasury Regulations, declaring an intent by Compton Seniors Housing, L.P. to undertake bond financing in an amount not exceeding $14,500,000 to finance the site acquisition and construction of Seasons at Compton, an 84-unit multifamily senior rental housing development to be located at 15810 Frailey Avenue, which is partially located in unincorporated East Rancho Dominguez and partially in the City of Compton. (APPROVE)

12. **Approve Construction Contract for Carmelitos Senior Housing Development Exterior Improvements Project in Long Beach (District 4)**
Recommend that the Board of Commissioners find that the approval of a Contract for exterior improvements at the Carmelitos senior housing development is exempt from the provisions of CEQA; approve and authorize the Acting Executive Director of the Housing Authority to execute a Contract in the amount of $352,552 with Tobo Construction, Inc. to complete exterior improvements at the Carmeltios senior housing development. (APPROVE)

13. **Housing Commission Travel Policy**
Recommend that the Board of Commissioners approve the revised Travel Policy and direct the Housing Authority staff to make the changes effective the date of Commission approval and to implement the new procedures immediately. (APPROVE)

14. **Housing Commissioners Comments and Recommendations for Future Agenda Items**
Housing Commissioners may provide comments or suggestions for future Agenda items.

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 2 Coral Circle in the City of Monterey Park. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 838-5051, or by e-mail at marisol.ramirez@lacdc.org, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, January 28, 2009

The meeting was convened at the Housing Authority's main office located at 2 Coral Circle, Monterey Park, California.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair Severyn Aszkenazy at **12:13** p.m.

ROLL CALL	**Present**	**Absent**
Severyn Aszkenazy	X	
Adriana Martinez	X	
Philip Dauk	X	
Lynn Caffrey Gabriel	X	
Henry Porter, Jr.	X	
Alberta Parrish	X	

PARTIAL LIST OF STAFF PRESENT:
Corde Carrillo, Acting Executive Director
Maria Badrakhan, Acting Assistant Executive Director, Housing Programs
Esther Keosababian, Acting Director, Housing Management
Emilio Salas, Director, Administrative Services

GUESTS PRESENT:
Mr. Lee Overvold and Mr. Donald Proto of Noresco

Reading and Approval of the Minutes of the Previous Meeting
On Motion by Commissioner Porter, seconded by Commissioner Gabriel, the Minutes of the Regular Meeting of December 17, 2008, were approved. Commissioners Martinez and Parrish abstained from approving the minutes.

Agenda Item No. 4 - Report of the Executive Director
In the absence of Bobbette Glover, Maria Badrakhan substituted in presenting the report of the Executive Director.

Ms. Badrakhan congratulated Commissioners Aszkenazy and Gabriel for their appointments as Chair and Vice Chair, respectively.

Ms. Badrakhan welcomed Corde Carrillo as the new Acting Executive Director. Mr. Carrillo stated that he has been an employee of the Commission/Housing Authority since 1991, first as Manager for the Economic Redevelopment Division,

followed by his appointment as Division Director in 1993, until his recent appointment as Acting Executive Director. He added that he is committed to the valuable work performed by the agency in the community, especially in the unincorporated areas.

Ms. Badrakhan announced that recruitment for the Executive Director position has been advertised and will remain open until filled.

Ms. Badrakhan provided an update on Ujima Village. Currently, 23 units out of 300 units are still occupied, with 3 tenants scheduled to move out this weekend. HUD relocation assistance ended on January 23, 2009.

After HUD's approval of the relocation plan, it will be published for 30 days and a 90-Day Notice will be sent to the remaining residents. It is expected that Ujima Village will close in June 2009. The seven market-rate residents that moved before the Board approved the relocation plan will receive letters informing them that they may be eligible for benefits and should contact OPC.

Ms. Badrakhan stated that HUD has been responsive to letters from attorneys representing the Housing Authority. HUD is preparing a response to our letter dated January 14, 2009, referencing Contract of Sale for Ujima Village, sent by the attorneys.

Ms. Badrakhan provided an update on the Economic Stimulus Bill, stating that if the bill is approved, federal funding will more than likely be awarded to housing authorities.

Ms. Badrakhan added that the Housing Authority's Advocate has requested a list of improvements needed at public housing sites. This request is timely, because a physical needs assessment has just been completed for inclusion with the five-year Action Plan that will be submitted to the Board and to HUD.

Commissioner Martinez asked that given the challenges that the Housing Authority has had with HUD, how will the anticipated funds impact the stability of this organization since competition for funding is on a national level. Ms. Badrakhan responded that capital funds are awarded based on the number of housing units. Ms. Badrakhan believes that the award will be a direct allocation.

Commissioner Aszkenazy emphasized the importance of performing at our best, since this will be a consideration in requests for future funding. Commissioner Aszkenazy also recommended that a portion of our website be designated to publicize how resources received from the stimulus program are being used.

Ms. Badrakhan provided an update on the Section 8 Program. She reported that a meeting was recently held with Fifth Supervisorial District staff and the cities of Palmdale and Lancaster to address concerns in North County regarding landlords without business licenses renting to Section 8 Program participants.

The Housing Authority has sent letters to over 700 landlords reminding them that they are required to pay their business license fees.

Commissioner Porter asked if HUD's emergency ordinance related to Violence Against Women Act (VAWA) is going to be a permanent part of the Agency Plan. Ms. Badrakhan responded that the VAWA is already part of the Agency Plan. Commissioner Aszkenazy suggested that going forward, the Agency Plan be sent to the Housing Commissioners at the same time as the web site posting.

Ms. Badrakhan stated that in reference to the $1 million to HUD, we are still trying to work out a repayment plan.

Ms. Badrakhan is happy to report that all housing sites, with the exception of South Scattered Sites, passed the physical inspections performed by HUD in December. The passing score was 60. All of the scores were significantly higher than last year thanks to the hard work of maintenance staff.

Agenda Item No. 5 – Public Comments
Mr. Lee Overvold and Mr. Donald Proto of Noresco, an energy services firm servicing public housing, made a brief presentation on their services and expressed interest in competing for future energy conservation projects.

Agenda Item No. 6 - Staff Presentations
There were no staff presentations.

Regular Agenda

On Motion by Commissioner Gabriel, seconded by Commissioner Martinez, and unanimously carried, the following was approved by the Housing Commission:

APPROVE CONSTRUCTION CONTRACT FOR NUEVA MARAVILLA WOOD REPAIR PROJECT (DISTRICT 1)
AGENDA ITEM NO. 7

1. Recommend that the Board of Commissioners find that the approval of a Contract for exterior improvements at the Nueva Maravilla housing development is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.

2. Recommend that the Board of Commissioners approve and authorize the Acting Executive Director to execute a Contract in the amount of $99,594 to AZ Home, Inc. to complete the exterior improvements at the Nueva Maravilla housing development, following approval as to form by County Counsel and to be effective

upon issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.

3. Recommend that the Board of Commissioners authorize the Acting Executive Director to use a total of $99,594 in Community Development Block Grant (CDBG) funds allocated to the First Supervisorial District and included in the Housing Authority's approved Fiscal Year 2008-2009 budget for the purposes described herein; and authorize the Acting Executive Director to approve Contract change orders not exceeding $19,918 for unforeseen project costs, using the same source of funds.

On Motion by Commissioner Martinez, seconded by Commissioner Gabriel, and unanimously approved by the Housing Commission, the following agenda item was amended to require *that staff report back to the Housing Commission regarding publication costs to announce the contract awards*:

RECOMMENDATION TO DISCONTINUE NEWSPAPER ADVERTISING
AGENDA ITEM NO. 8

It is, therefore, recommended that the Housing Authority discontinue newspaper advertising for procurement solicitations, effective upon Housing Commission approval.

Agenda Item No. 9 – Housing Commissioner Comments and Recommendations for Future Agenda Items

Commissioner Martinez reiterated her request to have staff submit information regarding costs associated with announcing contract awards in newspapers.

Commissioner Porter stated that the recent County Ethics Training included discussion of outside activities. He asked if staff is aware that such activities must be reported and approved by the Commission/Housing Authority. Emilio Salas responded that procedures are in place and annual Outside Employment Declarations are being processed.

In reference to the Green Building Ordinance, Commissioner Porter asked if staff works with the County when developing our projects. Geoffrey Siebens stated that staff recently completed training with the Department of Public Works on the Green Building Ordinance.

Commissioner Porter asked about the status of the letter received from Ms. Ann Glowacki regarding an issue with her application. Ms. Badrakhan responded that staff conducted the property inspection and the contract should be completed by February 2, 2009.

Commissioner Aszkenazy thanked the Commissioners for his re-election as Chair and for the confidence in his leadership for 2009. Commissioner

Aszkenazy and Commissioner Martinez expressed interest in attending the 2009 NAHRO Conference at Washington, D.C.

Commissioner Aszkenazy reminded staff to always take opportunities that come their way by performing their jobs in an excellent manner, and always have high expectations for *all* of our programs not just the Section 8 program.

On Motion by Commissioner Porter the Regular Meeting of January 28, 2009, was adjourned at 1:20 p.m.

Respectfully submitted,

CORDE D. CARRILLO
Acting Executive Director
Secretary –Treasurer

FOR YOUR INFORMATION

Housing Authority - County of Los Angeles

February 25, 2009

To: Housing Commissioners

From: for Cordé D. Carrillo, Acting Executive Director

SUBJECT: NEWSPAPER ADVERTISING FOR CONTRACT AWARDS

This is in response to the Housing Commission's request to provide recommendations for announcing bid awards of Commission contracts to potential job seekers.

Background Data:

- CDC's old policy required newspaper advertising of all formal procurement (IFB, RFP, and RFSQ > $24,999).
- CDC spent $169,456.22 in newspaper advertising in FY 07-08.
- To announce Bid Awards, a one day advertisement would cost:

Publication	Cost for Advertisement
Los Angeles Times	$646.00
LA Daily news	$168.00
International Daily News	$98.82
LA Sentinel	$89.42
The Press Telegram	$164.88
The Southwest Wave	$55.00
LA Opinion	$71.42
TOTAL	**$1,293.54**

The request to eliminate newspaper advertising requirements was directly linked to the limited success we have had with this method of communication, coupled with our need to reduce costs.

An alternative method of announcing bid awards that will have greater impact is posting these announcements directly on the CDC Website. The announcement can be placed within the CDC "jobs" page which is already aimed at reaching people actively seeking employment opportunities. This alternative is cost effective and efficient.

FOR YOUR INFORMATION ONLY

HOUSING AUTHORITY COUNTY OF LOS ANGELES - CONVENTIONAL AND NON-CONVENTIONAL HOUSING

GROUP NO.	SITE	ADDRESS	NO. OF UNITS	HUD DEV. NO.	PROJECT NUMBER	Year Built	Year Acquired
1	Carmelitos (family)	700 Via Wanda, Long Beach 90805	558	CA16P002001	SS1102	1939	1939
1	Carmelitos (senior)	761 Via Carmelitos, Long Beach 90805	155	CA16P002026	SS1102	1939	1939
	Total Unit Count: Carmelitos		713				
2	Harbor Hills (family/senior)	26607 S. Western Ave., Lomita 90717	301	CA16P002002	SS1203	1941	1941
	Total Unit Count: Harbor Hills		301				
3	Nueva Maravilla (family/senior)	4919 E. Cesar E. Chavez Ave., Los Angeles 90022	504	CA16P002004	SS1301	1943	1942
	Total Unit Count: N. Maravilla		504				
4	West Knoll (senior)	838 West Knoll Ave., West Hollywood 90069	136	CA16P002014	SS3001	1977	1979
4	Palm Apartments (senior)	959 Palm Ave., West Hollywood 90069	127	CA16P002014	SS3002	1978	1979
	Total Unit Count: West County 1		263		Admin Project XX0930		
5	Marina Manor I (senior)	3401 Via Dolce, Marina Del Rey 90292	112	CA16P002013	SS3003	1983	1984
5	Marina Manor II (senior)	3405 Via Dolce, Marina Del Rey 90292	71	CA16P002027	SS3003	1983	1984
5	Ocean Park (family/senior)	175 Ocean Park Boulevard, Santa Monica 90405	22	CA16P002018	SS3006	1947	1986
5	Monica Manor (family)	1901-1909 11th Street, Santa Monica 90405	19	CA16P002097	SS3007	1987	1989
	Total Unit Count: West County 2		224		Admin Project XX0935		
6	Orchard Arms (senior)	23410-23540 Wiley Canyon Rd., Valencia 91355	183	CA16P002030	SS2001	1980	1980
6	Foothill Villa (senior)	2423 Foothill Boulevard, La Crescenta 91214	62	CA16P002029	SS2002	1981	1982
6	Quartz Hill I (family)	5028 West Avenue L-12, Quartz Hill 93536	20	CA16P002062	SS2003	1984	1984
6	Quartz Hill II (family)	42051 51th Street West, Quartz Hill 93536	20	CA16P002069	SS2003	1984	1984
	Total Unit Count: North County		285		Admin Project XX0920		
7	Francisquito Villa (family)	14622 Francisquito Ave., La Puente 91746	89	CA16P002015	SS4002	1979	1980
7	Carmelita Avenue (senior)	354-354 So. Carmelita Ave., Los Angeles, 90063	2	CA16P002091	SS4003	1955	1985
7	McBride Avenue (family)	1229 So. McBride Ave., Los Angeles, 90023	4	CA16P002021	SS4004	1968	1984
7	Williamson Avenue (family)	706-708 1/2 So. Williamson Ave., Los Angeles, 90022	4	CA16P002020	SS4005	1972	1983
7	Triggs Street (family/senior)	4432-4434 1/2 Triggs St., Los Angeles 90023	4	CA16P002097	SS4006	1964	1983
7	Simmons Avenue (family)	927 So. Simmons Ave., Los Angeles, 90022	4	CA16P002021	SS4007	1939	1983
7	4th & Mednick (family)	341 So. Mednik Ave., Los Angeles, 90022	2	CA16P002034	SS4009	1985	1985
7	Arizona & Olympic (family)	1003-1135 So. Arizona Ave., Los Angeles 90022	18	CA16P002048	SS4010	1984	1985
7	Whittier Manor (senior)	11527 Slauson Ave., Whittier 90606	49	CA16P002033	SS4011	1985	1982
7	Herbert Ave (senior)	133 Herbert Ave., Los Angeles 90063	46	CA16P002058	SS4012	1985	1984
7	Sundance Vista (family)	10850 Laurel Ave., Whittier 90605	41	CA16P002156	SS4014	1999	1999
	Total Unit Count: East County		263		Admin Project XX0940		
8	El Segundo I (family)	1928/37/49 E. El Segundo Blvd., Compton 90222	30	CA16P002023	SS5001	1972	1982
8	South Bay Gardens (seniors)	230 E. 130th St., Los Angeles 90061	100	CA16P002032	SS5002	1982	1983
8	1115-16 W. 90th St. (family)	1115-16 W. 90th St., Los Angeles 90044	18	CA16P002091	SS5005	1970	1984
8	El Segundo II (2140) (family)	2140-2144 1/2 E. El Segundo Blvd., Compton 90222	13	CA16P002052	SS5015	1982	1985
8	El Segundo II (2141) (family)	2141-2145 E. El Segundo Blvd., Compton 90222	5	CA16P002061	SS5015	1985	1985
8	9104-18 S. Bandera St. (family)	9104-18 S. Bandera St., Los Angeles, 90002	8	CA16P002080	SS5016	1983	1983
8	1535 E. 83rd Street (family)	1535 E. 83rd St., Los Angeles 90002	2	CA16P002080	SS5017	1985	1985
8	1615-17 E. 87th Street (family)	1615-17 E. 87th St., Los Angeles 90002	4	CA16P002067	SS5018	1982	1985
8	8739 Beach St. (88th & Beach) (family)	8739 Beach St., Los Angeles 90002	4	CA16P002056	SS5019	1982	1985
8	4212-20 E. Addington Street (family)	4212-20 E. Addington St., Compton 90221	3	CA16P002071	SS5020	1982	1984
8	W. Imperial (family)	1221 & 1309 E. Imperial Hwy., Los Angeles 90044	9	CA16P002132	SS5026	1991	1992
8	Athens (family)	1120 W. 107th St., 1310 W. 110th St., & 11104 S. Normandie Ave., Los Angeles 90044	10	CA16P002127	SS5027	1988	1996
8	1527 E. 84th (family)	1527 E. 84th St., Los Angeles 90001	4	CA16P002107	SS5029	1998	1998
8	Jarvis Avenue (family)	12920 Jarvis Ave., Los Angeles 90061	1	CA16P002107	SS5030	1997	1997
8	Woodcrest I (family)	1239 W. 109th St., Los Angeles 90044	10	CA16P002066	SS5003	1983	1984
8	Woodcrest II (family)	1245 W. 109th St., Los Angeles 90044	10	CA16P002090	SS5003	1983	1984
8	1101-09 W. 91st (family)	1101-09 W. 91st St., Los Angeles 90044	16	CA16P002021	SS5006	1965	1983
8	1232-34 E. 119th (family)	1232-34 E. 119th St., Los Angeles 90059	2	CA16P002021	SS5007	1955	1986
8	1231-33 E. 61st (family)	1231-33 E. 61st St., Los Angeles 90001	6	CA16P002021	SS5008	1961	1983
8	1100 W. 106th Street (family)	1100 W. 106th St., Los Angeles 90044	10	CA16P002021	SS5009	1970	1984
8	1104 W. 106th Street (family)	1104 W. 106th St., Los Angeles 90044	10	CA16P002020	SS5009	1970	1984
8	1320 W. 107th (family)	1320 W. 107th St., Los Angeles 90044	18	CA16P002021	SS5010	1970	1984
8	11431-463 S. Normandie (family)	11431-463 S. Normandie Ave., Los Angeles 90047	28	CA16P002020	SS5011	1970	1984
8	1027-33 W. 90th (family)	1027-33 W. 90th St., Los Angeles 90044	6	CA16P002078	SS5014	1983	1986
8	W. 106th Street & Budlong (family)	1334-38 W. 106th St., 9410 & 11126 Budlong Ave., Los Angeles 90044	11	CA16P002079	SS5021	1983	1985
8	W. 94th & 95th Street (family)	1035-37 1/2 W. 94th St. & 1324 W. 95th St., Los Angeles 90044	8	CA16P002060	SS5022	1983	1985
8	W. 105th & 106th (family)	1336-40 W. 105th St. & 1057 W. 106th St., Los Angeles 90044	13	CA16P002124	SS5024	1991	1991
8	Century Wilton (family)	10025 Wilton Place, Los Angeles 90047	40	CA16P002020	SS5025	1965	1984
8	11248 S. Budlong (family)	11248 S. Budlong, Los Angeles 90044	6	CA16P002138	SS5028	1991	1996
8	111th & Firmona	11117 & 11119 Firmona Ave., Lennox 90304	2	Pending	SS5031	1967	2008
8	Linsley	4621 & 4625 Linsley St., Compton 90221	2	CA16P002157	SS5032	1967	2008
	Total Unit Count: South County		409		Admin Project XX0950		
Total Housing Authority-Owned - Conventional			2,962				
City of Lomita - Conventional	Lomita Manor (senior)	24926 Walnut St., Lomita 90717	78		SS1204	1985	1985
Non-Conventional Housing							
	Kings Road JPA (senior)	800-801 N. Kings Road., West Hollywood 90069	106	122-94014	UU0001	1980	1980
	Lancaster Homes (senior)	711-737 W. Jackman St., Lancaster 93534	120	122-94013	UU0002	1978	1979
	Santa Monica RCHP (family)	1855 9th St., 1450 14th St., & 2006 20th St., Santa Monica 90405	41	80-RHC-008	SS3005	1983	1984
	Villa Nueva RHCP (family)	958-676 S. Ferris Ave., Los Angeles 90022	21	80-RHC-008B	SS4013	1985	1985
	Willowbrook (family)	11718-11740 Willowbrook Ave., Los Angeles 90044	8	CA16-M000-385	SS6001	1975	1990
	Ujima Village (family/senior)	941 E. 126th St., Los Angeles 90059	300	CA16-E000-028	SS8001	1971	1995
Total Number of Units- Non Conventional			596				
Total Number of Units- HM			3,636				

Modernization Construction Activity to be completed in FY 2008-09

FOR YOUR INFORMATION ONLY

1. 106th Street- Fire damage & rehab
2. 1101-1104 W. 106th Street - Drainage project
3. Arizona & Olympic/-Smoke Detectors
4. Carmelitos - Replace interior stair treads
5. Carmelitos Senior - Hallway painting and repairing stairs
6. Carmelitos Senior - Replace carpet
7. Carmelitos-Replace Gas Lines Phase IV
8. Foothill Villa - Replace flooring
9. Francisquito-Replace carpet
10. Francisquito-Replace smoke detectors/exit signs
11. Francisquito-Replace windows and blinds
12. Harbor Hills - Remodel kitchens Phase I
13. Herbert-Fire Alarm
14. Herbert-Replace carpet
15. Linsley and Firmona - General rehab.
16. Marina Manor I & II - Replace elevators
17. Marina Manor- Install awnings
18. Marina Manor-Replace smoke detectors & exit signs
19. McBride-Paint Building exterior
20. Ocean Park-Termite Abatement
21. Palm-Replace smoke detectors
22. Palm-Upgrade Elevator
23. Quartz Hill-Replace air conditioners
24. Scattered Sites - Replace gates at 13 sites
25. South Bay Gardens-Replace Elevator
26. SSS-CCTV at 4 sites
27. Sundance Vista - Install irrigation and replace rear yard fencing
28. Westknoll-Replace smoke detectors
29. Whittier Manor - Replace stair treads
30. Whittier Manor-Entry Door Replacement

30 Construction Contracts at 33 Housing Developments

Modernization Construction Activity anticipated to be completed in FY 2009-10

1. Carmelitos- Parking Lots
2. Carmelitos Senior-ADA Kitchen remodels/smoke detectors
3. Carmelitos-Raised Garden Beds
4. Carmelitos-Resurface Playground
5. Foothill Villa-Elevator Upgrade
6. Foothill Villa-Replace smoke detectors
7. Francisquito Villa - Upgrade elevators
8. Harbor Hills - Remodel kitchens Phase II & III
9. Harbor Hills-Parking Lots
10. Harbor Hills-Resurface Playground
11. Herbert - Upgrade elevator
12. Lomita Manor-Elevator Upgrade
13. Lomita Manor-Replace boilers/trash chutes
14. Lomita Manor-Replace roof
15. Maravilla (Rosas)- Build Bridges to connect buildings
16. Maravilla (Rosas)-Upgrade Elevator
17. Maravilla- Parking Lots
18. Marina Manor I & II - Replace security gates
19. Ocean Park - Replace wall heaters
20. Ocean Park-Remodel kitchens/bathrooms
21. Ocean Park-Repair Stucco
22. Orchard Arms- Replace boilers/copper piping
23. Orchard Arms- Smoke detectors
24. Orchard Arms-Elevator Upgrade
25. Orchard Arms-Repave driveway
26. Quartz Hill-Replace water valves
27. SSS-Vacant Unit Rehab at 4 sites
28. Whittier Manor- Smoke detectors
29. Whittier Manor-Elevator Upgrade
30. Woodcrest-Replace Roof

Anticipating 30 Construction Contracts at 24 Housing Developments

Contract Status Report

Project Filter Options

Program: All Programs
Department: Construction Management
Dev. Stage: Active
District: All Distr.
Proj. Manager: All Managers
Team Member: All Team Members
Fund Source: All funds

FOR YOUR INFORMATION ONLY

District	Project Name	Contractor Name	Original Contract Amount	Current Contract Amount	% Cng Orders	Approved Payments	%Cmpl	Status Pending Action / Forecast
1st	CPTED Fencing & Gate Improvements Tracker #: TP002414	Bobco Metals	$366,248	$403,418	10%	$403,418	100%	Closeout documents have been received, however they still need to be reviewed. Retention is expected to be paid by Jan. 9, 2009.
1st	Linsley-Firmona Rehab (Replacement Housing Funds) Tracker #: TP001780	C. A. S. General Contractor	$223,610	$253,311	13%	$253,311	100%	Construction punch list completed. Project close out. Final retention in process. CMD will gather close out package to HM.
2nd	106th St. Fire Damage and Rehab Tracker #: TP002572	C. A. S. General Contractor	$293,800	$316,288	8%	$316,288	100%	COR#6 ($5,916) for old address sign removal, parking lot water blast, refurb of unit address plaques, replace of int. door knobs/hardware, & install of 2 ext high-density light fixtures in parking area. Contractor was given time extension to complete project by 2/06/09. Final inspection, to include CO work, scheduled for 2/11/09.
2nd	1100-1104 W 106TH DRAINAGE CORRECTIONS Tracker #: TP001987	Y & M Construction, Inc.	$11	$11	0%	$0	0%	Contractor is still having problems with picking up the permit. We scheduled a time so that I can go with him. Permit should be obtained by 2/5.
2nd		Y & M Construction, Inc.	$103,814	$103,814	0%	$0	0%	
2nd	Southbay Gardens Balconies and Exterior Renovation Tracker #: TP001508	M.L. CONSTRUCTION	$880,000	$973,845	11%	$973,845	100%	All the punch list items were inspected today. All the correction items were done. It was approved by Housing Management authority Mr. Albert Limbrick. The project is 100% complete. Building Safety also signed off for final inspection on 10-18-06. A change order in the amount of $4500.00 is pending and needs to get signature for approval by sometimes next week. Construction work for that change order is done by contractor already.
2nd	Southbay Gardens Elevator Project (230) Tracker #: TP002567	M.L. CONSTRUCTION	$390,000	$415,120	6%	$415,120	100%	Lerch Bates performed final inspections, corrections to be done by Superior and commissioning by March 0609.

District	Project Name	Contractor Name	Original Contract Amount	Current Contract Amount	% Cng Orders	Approved Payments	%Cmpl	Status Pending Action / Forecast
3rd	Palms Apartments Elevators (959) Tracker #: TP002184	M.L. CONSTRUCTION	$582,000	$582,000	0%	$582,000	100%	Lerch Bates to complete final inspections and commissioning by Feb-24-09.
4th	Carmelitos Gas Lines Phase IV Tracker #: TP002725	M.L. CONSTRUCTION	$1,453,120	$1,614,268	11%	$641,393	40%	ML Construction started August 25, 2008. Completed buildings 52, 56, 58, 60, 61, 62 , 63, 64 and 65 for a total of 44 units. Buildings 66, 67, 68, 69, 70 and 71 need only meter change to be completed for a total of 38 units . Working buildings 72, 73, 74, 75 and 76 for a total of 28 units. Completed laundries 32.
4th	Carmelitos Sr & Francisquito Villa Flooring Replac Tracker #: TP002341	CONTINENTAL FLOORING CO	$599,418	$604,182	1%	$604,182	100%	The retention payment request was forwarded to HM the week of 12/30/2008. The retention is expected to be paid by the end of Jan. 2009.
4th	Carmelitos Stairs (dwelling) 700-1100 Tracker #: TP002547	HM Carpet, Inc.	$13,500	$16,200	20%	$16,200	100%	Project completed 1/15/09, ahead of schedule. Add'l materials (#s subject to approval) delivered to HMD-Carmelitos Maint. Staff. COR #2 for add'l material pending review. 2/02/09-Payment #7 en route for contractor signature.
4th		Newman Midland Corporation	$1,141,200	$1,161,532	2%	$1,146,057	99%	
4th	Harbor Hills Kitchen Remodel - Phases I && II Tracker #: TP002376	GIBRALTAR CONSTRUCTION Co. Inc.	$1,170,000	$1,170,000	0%	$0	0%	Construction has started on this project. The first units worked on are not completed yet, pending the changing out of the new range hoods (stainless steel, ductless). The hoods were to arrive on 2/2/2009. Catchup inspections are expected to start on 2/5/2009 with regular inspections to occur on regular site meeting times starting on 2/10/2009.
4th	Marina Manor II (Elevators Upgrades) Tracker #: TP002380	M.L. CONSTRUCTION	$1,301,000	$1,301,000	0%	$848,361	65%	Elevator No. 3 [4th. story bldg] State certification November 25 completed.. Elevator No. 4 [4th. story bldg] State certification January 19. Completed 8th story building -elevator No. 2 State certification February 10 completed. 8th story building -elevator No. 1 stsrted work Feb 11 , State certification April 6.

District	Project Name	Contractor Name	Original Contract Amount	Current Contract Amount	% Cng Orders	Approved Payments	%Cmpl	Status Pending Action / Forecast
5th	Foothill, Herbert Flooring; Whittier M. Stairs Tracker #: TP002633	CONTINENTAL FLOORING CO	$318,333	$321,313	1%	$321,313	100%	Contractor is preparing to submit some of the closing documents for the project. This will be reviewed once they are received to ensure that the documentation is complete.
		TOTALS:	**$8,836,054**	**$9,236,302**	**5%**	**$6,521,487**		

Housing Authority - County of Los Angeles

FOR YOUR INFORMATION ONLY

February 25, 2008

TO: Housing Commissioners

FROM: Margarita Lares, Director
Assisted Housing Division

RE: THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM

FSS Program Update for February

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to promote the development of local strategies to enable families both in public housing and the Housing Choice Voucher Program to achieve economic independence and self-sufficiency.

This report is provided to the Housing Authority of the County of Los Angeles Housing Commissioners on a monthly basis.

FSS Program Update for January

- The Family Self Sufficiency staff continued its ongoing recruitment efforts, with a total of 5 new applicants, all of whom were eligible for the Family Self Sufficiency Program.
- Staff enrolled 4 new participants.
- FSS staff received 5 additional requests to graduate from the Family Self Sufficiency program.
- Staff has scheduled three graduations for February.
- Staff attended the monthly partnership meeting and continued to coordinate partnership activities with the Southeast Area Social Services Funding Authority (SASSFA).
- Staff represented HACoLA at the annual L.A. Works WorkSource Center Awards Ceremony.
- FSS staff met with Auditors from the U.S. Department of Housing and Urban Development, explaining the process by which escrows are calculated, services provided to participants and types of follow-up procedures in place for graduates.

- Resource information on the WorkSource Network and Adult Education was disseminated during recruitment and case management activities.
- FSS Staff referred 9 FSS participants to WorkSource Centers for job search and resume writing as well as resume review assistance during the month of January.
- Resource information for the Volunteer Income Tax Assistance (VITA) program, employment opportunities, budgeting, and money saving plans were disseminated to 19 FSS participants.
- FSS staff referred 4 FSS participants to the CDC Home Ownership Program (HOP) per the tenant's request.

Graduates

The FSS Program staff conducted none in January; therefore, the number of successful graduates for fiscal year 2008 – 2009 remains eighteen.

If you have any questions, please feel free to contact me at (562) 347-4837.

ML:RM:WB:dt

Housing Authority - County of Los Angeles

FOR YOUR INFORMATION ONLY

February 17, 2009

TO: Each Supervisor

FROM: Corde Carrillo, Acting Executive Director

SUBJECT: MONTHLY PROGRESS REPORT ON THE SECTION 8 PROGRAM PERIOD OF JANUARY 15, 2009 – FEBRUARY 13, 2009

On March 13, 2007 your Board instructed the Housing Authority of the County of Los Angeles (HACoLA) to report monthly on the progress to remove the Section 8 program from its Troubled status under the Section 8 Management Assessment Program (SEMAP). On June 17, 2008 your Board directed the Housing Authority to report on progress made in obtaining HUD VASH (Veterans Affairs Supportive Housing Program) vouchers. Additional Program information has also been provided.

This report covers activities for the period between January 15, 2009 and February 13, 2009 on the following:

Section Eight Management Assessment Program (SEMAP)
SEMAP measures the performance of the public housing agencies (PHAs) that administer the housing choice voucher program in 14 key areas (indicators). HACoLA is reporting data on its most troubled SEMAP indicators in Fiscal Year 05-06.

Lease-up, Annual Reexaminations and Inspections –
Performance information is obtained from HUD's data reporting system, known as the Public and Indian Housing Information Center (PIC). The PIC system bases delinquencies on a 14-month cycle. HACoLA maintains an internal tracking system based on a 12-month cycle to anticipate program outcomes.

As of January 31, 2009:

Indicator 13 - Lease-Up: The 97% lease-up rate reflects 20,227 vouchers leased, out of the 20,876 voucher allocation.

Indicator 12 - Annual Inspections: The 4% delinquency rate reflects 831 inspections out of 18,656 annual reinspections.

Indicator 9 - Annual Reexaminations: The 10% delinquency reflects 1,901 out of 18,791 annual reexaminations. Three factors have contributed to the delinquency in reexaminations. 1) Conversion, staff training, and implementation of the Yardi Software

System in June 2008 delayed reexaminations for two months. 2) The increased lease-up effort in the summer of 2007 resulted in a significant increase in reexaminations in the summer of 2008. 3) In October 2008, staff converted from an operational system to a case management approach to establish greater accountability, efficiency, effectiveness in the long term.

The Division needs to complete 10,346 reexaminations for Fiscal Year 2008-09 by June 30, 2009. Staff is averaging 2,000 reexaminations per month, however, additional support is necessary to start processing 5,373 reexaminations effective in July, August, and September 2009. HACoLA is procuring a housing consultant on a limited basis to complete the reexaminations due by June 30, 2009. We will be requesting Board approval to contract with the most responsive housing consultant in March 2009. The Division is tracking weekly progress to be current by June 30, 2009 and to prevent future delinquencies.

Indicator 14 – Family Self Sufficiency (FSS) Status –
HUD requested that HACoLA inform the Board monthly on the FSS Program in reference to the CAP for FY 06-07. The FSS Program helps participating voucher families obtain employment that will lead to economic independence and self-sufficiency. Participating families contribute to a matched savings account that can be used toward higher education or homeownership. HACoLA works with welfare agencies, schools, businesses, One Stop Employment Centers and other local partners in assisting FSS family members gain the skills and experience needed to obtain employment that pays a living wage.

FSS program services include referrals to agencies that provide child care, transportation, education, job training and employment counseling, substance/alcohol abuse treatment or counseling, and household skills training.

FSS reporting data is also obtained from PIC (see above). Our mandatory HUD assigned slots (updated once annually) are for 782 families. As of January 31, 2009, the 54% enrollment rate reflects enrollment of 426 families, with 28% of the families (118) maintaining an escrow balance. HACoLA must maintain a 60% enrollment rate, of which 30% must have escrow balances. Staff is currently conducting direct outreach from new contracts to recruit new program participants who have direct income to increase our FSS enrollment.

HACoLA's internal assigned slots are for 764 families; the difference is due to 18 families who have graduated from the program. Our internal reporting rate reflects a 62% enrollment rate (474 families), with 139 families (29.3%) having escrow balances.

This discrepancy is due to families porting out of LA County to Housing Authorities that do not administer an FSS program. HACoLA continues to manage their contracts, but they are not recognized under PIC.

HUD OIG Audits

HUD OIG Audit on Tenant Eligibility and Annual Reexaminations – FYE 2005- 2006
In January, 2008, in recommendation 1M of the 2008-LA-1007 Audit report, the OIG recommended that HACoLA repay $3,662,972 from administrative savings for fiscal years 2005 and 2006 for not adequately administering the Program, due to delinquent annual reexaminations. On October 23, 2008, after further review, HUD agreed to reduce the amount to $1 million with a target date of November 30, 2008. HUD also suggested that HACoLA submit a request if it would like to negotiate a repayment agreement.

In a November 19, 2008 letter, HACoLA requested reconsideration of the $1 M repayment due to the negative fiscal impact on the Program operations and the cooperation that HACoLA had demonstrated in resolving audit deficiencies. On December 8, 2008, HUD's response indicated that the $1M repayment gave consideration to the seriousness of the violations and the fiscal impact on HACoLA. In January 22, 2009, I met with the HUD Los Angeles Area Officials to discuss this matter further. HUD officials reemphasized HACoLA's obligation to repay the $1M, taking into consideration a proposed repayment plan. On February 9, 2009, I sent a letter to HUD requesting to repay the $1M over a ten (10) year period. I will inform you of HUD's response upon receipt.

During the week of February 16, 2009, HUD staff is on site conducting a review of re-examinations completed for FY 2005 and 2006 with the goal of closing recommendation 1D that required HACoLA to complete 4,700 delinquent re-exams. You will be notified of the results.

HUD OIG Financial Audit for Fiscal Years 2005 and 2006
An OIG financial audit of Fiscal Years 2005 and 2006 began the week of January 5, 2009. The exit conference was conducted on January 28, 2009. The OIG audit included a complete financial assessment of our agency. One finding was identified regarding how administrative costs are allocated to the CDC Divisions. The current methodology was developed by KPMG LLP (a national provider of audit, tax, and advisory services) and subsequently modified to meet HACoLA's needs. OIG's preliminary report recommends that Section 8 Program be reimbursed approximately $3 M from non-restricted funds because allegedly funds were not reasonably and equitably

allocated in Fiscal Years 2005 and 2006. No funds will need to be reimbursed to HUD. A final OIG report is pending by the end of February, 2009. Staff is reviewing options and the current allocation methodology with KPMG to prepare a response in March 2009.

Corrective Action Plan (CAP) for FYE 2006 –
In response to the HUD OIG Audit for FY 05-06, all CAP items for FYE 2006 have been closed, with the exception of one member of the Housing Commission Advisory Board's completion of the Housing Choice Voucher Program training. The Housing Commissioner is currently completing the training on-line and should be finished by February 28, 2009.

Corrective Action Plan (CAP) for FYE 2007 –
HUD's on-site confirmatory review resulted in a reduction of points for specific SEMAP indicators and a Troubled rating for Fiscal Year ending June 30, 2007. HACoLA and HUD finalized a CAP that was approved by your Board on December 16, 2008 with thirty four (34) PHA strategies. The second monthly progress report of the CAP was sent on February 13, 2009, with subsequent submittals due the 15th of every month. Twelve (12) strategies have been addressed and it is expected that all items for the CAP will be closed by June 2009.

Confirmatory Review Results for FYE 2008 -
On February 10, 2009, I informed you that HUD and the Office of Recovery and Prevention had completed an on-site confirmatory review for FYE 2008 from January 26 through January 29, 2009. HACoLA received a SEMAP score of 113 out of 145 possible points, earning a "Standard Performer" rating. HUD will provide our score in writing within 30 days of January 29, 2009. This was a major milestone in transitioning the Program out of troubled status. Upon execution of the $1M repayment agreement, completion of the implementation of the CAP for FY 2006-07, and HUD approval of the Agency Plan, the Section 8 Program will be removed from HUD's troubled status.

Other Activities

Los Angeles Housing Resource Center (formerly Socialserve.com)-
For a 28-day period between January 14 and February 11, 2009, the Los Angeles Housing Resource Center averaged 7,781 total listings (a 10% increase over last month); there were 4,943 participating landlords (a 9% increase), and 134,517 housing searches conducted (a 22.5% increase).

Call Center –
Our call center averaged a weekly total of 2,113 calls, with an overall total for the period between January 15 and February 12, 2009 of 8,451 calls. The average hold time was 1 minute, 40 seconds.

HUD-VASH Vouchers –
While we continue to work with the City of Long Beach and the Housing Authority of the City of Los Angeles (HACLA), who received 70 and 840 vouchers, respectively, our status remains unchanged from last month's progress report.

New Manager for Contract Maintenance -
Dorian Jenkins, has been hired as the new Manager for the Contract Maintenance Unit effective February 23, 2009, responsible for case management and reexaminations of the existing housing choice vouchers. Mr. Jenkins was the Assistant Director at the Housing Authority of the City of Los Angeles (HACLA). He brings 13 years of housing experience in both the Section 8 and Public Housing Programs.

Please contact me if you have any questions or need additional information.

CC:MB:ML:dt

c: Lari Sheehan, Chief Deputy Executive Officer
Sachi A. Hamai, Executive Officer/Clerk Board of Supervisors
Each Deputy

HOUSING AUTHORITY
of the County of Los Angeles
Administrative Office
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Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Cordé D. Carrillo
Acting Executive Director

February 25, 2009

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

APPROVE AN ELEVATOR CONSULTING SERVICES AGREEMENT FOR THE ELEVATOR MODERNIZATION OF FIFTEEN ELEVATORS AT FIVE HOUSING AUTHORITY SENIOR HOUSING DEVELOPMENTS
(1, 4, 5)

SUBJECT

This letter recommends approval of an elevator consulting services agreement with Integrated Design Systems Group, Inc. to prepare the designs, plans, calculations, and specifications for 15 elevators at the following five senior housing developments: Nueva Maravilla in unincorporated East Los Angeles, Lomita Manor in the City of Lomita, Orchard Arms in the City of Valencia, Lancaster Homes in the City of Lancaster, and Foothill Villa in the City of La Crescenta.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners find that the approval of an Agreement to provide elevator evaluation and design consulting services is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.

2. Recommend that the Board of Commissioners approve and authorize the Acting Executive Director to execute an elevator evaluation and design consulting services Agreement in the aggregate amount not to exceed $375,000, and in substantially the form of the attached, and all related documents, with Integrated Design Systems Group, Inc. to complete elevator evaluation and design services for the modernization of 15

elevators at five senior housing developments, to be effective following approval as to form by County Counsel, execution by all parties, and issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.

3. Recommend that the Board of Commissioners authorize the Acting Executive Director to use for this purpose $325,000 in Capital Funds Program funds and $50,000 in Project-Based Section 8 funds allocated by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2008-2009 budget; and authorize the Acting Executive Director to approve Contract change orders not exceeding $75,000 for unforeseen project costs, using the same source of funds.

4. Recommend that the Board of Commissioners authorize the Acting Executive Director to execute amendments to the Agreement, following approval as to form by County Counsel, to extend the time of performance, at no additional cost to the Housing Authority, to allow the Consultant to perform construction observation services during the construction phase of the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to award an Agreement to the Consultant for elevator evaluation and design services for the modernization 15 elevators at five senior housing developments: Nueva Maravilla in unincorporated East Los Angeles, Lomita Manor in the City of Lomita, Orchard Arms in the City of Valencia, Lancaster Homes in the City of Lancaster, and Foothill Villa in the City of La Crescenta.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The Housing Authority will fund the Agreement with $325,000 in Capital Funds Program funds $50,000 in Project-Based Section 8 funds allocated by HUD and included in the Housing Authority's approved Fiscal Year 2008-2009 budget for this purpose. A 20% contingency, in the amount of $75,000, is also being set aside for unforeseen costs, using the same source of funds.

A 20% contingency is necessary because once the Consultant provides services such as elevator design, plans, and construction observation, there will likely be additional billable hours needed than initially identified in the original contract amount.

The Agreement may be extended at no additional cost to the Housing Authority to allow the Consultant to perform construction observation services during the construction phase of the project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The two-story, 504-unit Nueva Maravilla housing development was built in 1943 and has four elevators. The two-story, 78-unit Lomita Manor was built in 1985 and has two elevators. The two-story, 183-unit Orchard Arms was built in 1980 and has four elevators. The two-story, 120-unit Lancaster Homes was built in 1978 and has two elevators. The three-story, 62-unit Foothill Villa was built in 1981 and has three elevators.

The Consultant will be responsible for preparing the designs, plans, calculations, and specifications for the 15 elevators, as well as obtaining all plan check approvals, assisting with the bid phase to identify a consultant to perform the needed elevator modernization, and performing construction observation services.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, the Consultant will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Agreement has been approved as to form by County Counsel.

ENVIRONMENTAL DOCUMENTATION

This project is exempt from the provisions of the National Environmental Policy Act (NEPA) pursuant to 24 Code of Federal Regulations Part 58, Section 58.34 (a)(8) because it involves evaluation and design activities that will not have a physical impact on or result in any physical changes to the environment. The action is not subject to the provisions of CEQA pursuant to State CEQA Guideline 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 effect on the environment.

CONTRACTING PROCESS

On September 1, 2006, the Housing Authority initiated a Request for Statement of Qualifications (RFSQ) process to identify a qualified and experienced architectural and engineering firm to provide the needed elevator evaluation and design services. Notices of the RFSQ were mailed to 46 architectural and engineering firms identified from the Housing Authority's vendor list. Announcements also appeared in eight local newspapers and on the County Web Site. Three RFSQ packages were requested and distributed.

On September 28, 2006, two firms submitted Statements of Qualifications (SOQ). A review panel of Housing Authority personnel evaluated the two SOQs and determined that the two top-ranked firms, Integrated Design Systems Group, Inc. and Amtech Elevator Services, were qualified. However, Amtech Elevator Services would not agree to sign the Housing Authority's standard services contract.

On June 12, 2007, the performance of the firms was evaluated by the review panel, which determined that Integrated Design Systems Group, Inc. was the most qualified firm to provide the necessary services. The Consultant was invited to submit a fee proposal for elevator evaluation and design services, and entered into negotiations with the Housing Authority, resulting in the proposed Agreement. The details of the fees by site are as follows:

Nueva Maravilla	$ 100,000
Lomita Manor	$ 50,000
Orchard Arms	$ 100,000
Lancaster Homes	$ 50,000
Foothill Villa	$ 75,000
Total:	$ 375,000

The Summary of Outreach Activities is provided as Attachment A.

IMPACT ON CURRENT PROJECT

The proposed Agreement will provide for the necessary evaluation and design services for the modernization of elevators at five senior housing developments, and will provide residents with safe, decent living conditions.

Respectfully submitted,

for CORDÉ D. CARRILLO
Acting Executive Director

Attachments: 2

ATTACHMENT A
Summary of Outreach Activities
Request for Statement of Qualifications (RFSQ) for Architectural Consulting Services

On September 1, 2006, the following was initiated to identify the most qualified firm to provide the necessary elevator consulting services for the Housing Authority's housing developments.

A. Newspaper Advertising

Beginning on September 1, 2006, announcements of the RFSQ appeared in the following eight newspapers.

Dodge Construction News
Eastern Group Publications
International Daily News
La Opinion
Los Angeles Sentinel
Los Angeles Times
The Daily News
Wave Community Newspapers

The announcement and complete RFSQ was posted on the County Web Site for a 23-day advertisement period. Firms were asked to request the RFSQ via email directly through the County Web Site or to obtain the RFSQ at the Housing Authority.

B. Distribution of RFSQs

The Housing Authority's vendor list was used to mail out the announcement of the RFSQ to 46 elevator, architectural and engineering firms, of which eight identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, three RFSQ packages were requested and distributed.

C. Statements of Qualifications (SOQs)

On September 28, 2006, a total of two firms submitted SOQs, of which none identified themselves as minority-owned.

D. Review of SOQs

On June 12, 2007, a review panel evaluated the performance of the firms and determined that IDS Group, Inc., was the most qualified firm to provide the necessary services.

IDS Group, Inc., was invited to submit a fee proposal for elevator evaluation and design services, and entered into negotiations with the Housing Authority, resulting in the proposed Agreements totaling an aggregate amount not to exceed $375,000

for fifteen elevators.

E. Minority/Women Participation– Firm Selected

Name	Ownership	Employees
IDS Group, Inc.	Non-Minority	Total: 21 12 minorities 5 women 55% minority 20% women

F. Minority/Women Participation – Subcontractor Firm Selected

Name	Ownership	Employees
Lerch, Bates, Inc.	Information Not Available	Total: NA NA minorities NA women NA% minority NA% women
OMB Engineers	Information Not Available	Total: NA NA minorities NA women NA% minority NA% women
FT Andrews, Inc.	Information Not Available	Total: NA NA minorities NA women NA% minority NA% women

G. Minority/Women Participation –Firm Not Selected

Name	Ownership	Employees
Amtech Elevator Services	Non-Minority	Total: 20 10 minorities 4 women 50% minority 20% women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority. The recommended award of contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

ATTACHMENT B

Contract Summary

Project Name:	Elevator evaluation and design consulting services
Locations:	Nueva Maravilla, 4919 Cesar E. Chavez Ave., unincorporated Los Angeles County Lomita Manor, 24925 Walnut Street, Lomita Orchard Arms, 23410-23540 Wiley Canyon Road, Valencia Lancaster Homes, 711-737 W. Jackman Street, Lancaster Foothill Villa, 2423 Foothill Boulevard, La Crescenta
Bid Number:	CDC06-050
Bid Date:	September 28, 2006
Consultant:	IDS Group, Inc.
Services:	Prepare complete elevator analysis, architectural and engineering construction drawings and specifications for the modernization of Fifteen elevators

Contract Documents: Attachment A – Fee Schedule, Attachment B - Statement of Work, Attachment C - Required Forms, and Attachment D - Required Notices

Time of Commencement: Services for each phase shall be performed upon receipt of a written Notice to Proceed from the Housing Authority. The Consultant will only perform the scope of work identified in the Notice to Proceed.

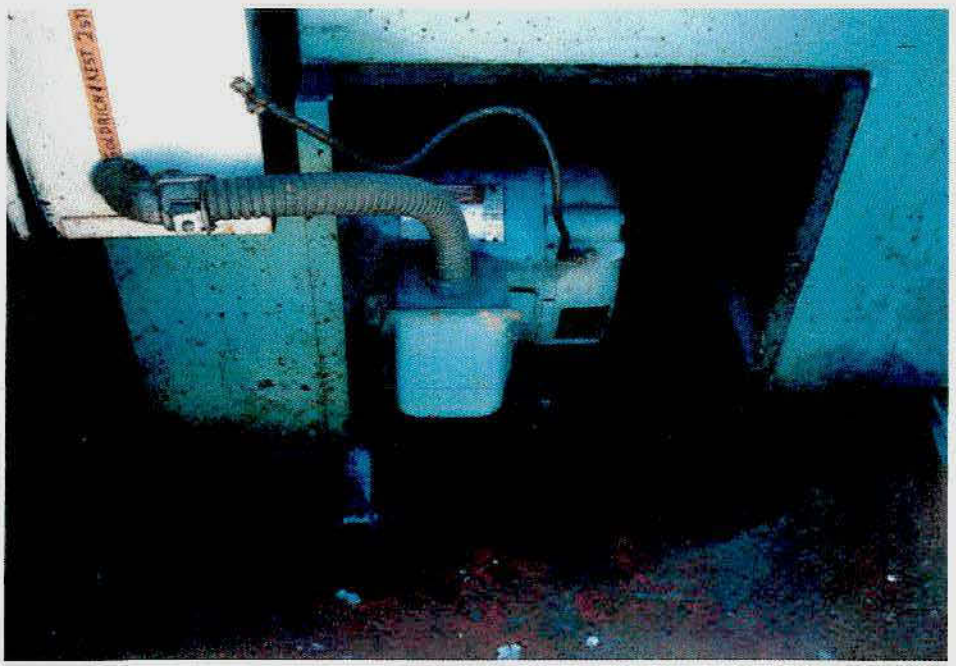
Aggregate Contract Sum: The Housing Authority shall pay the Consultant for the performance of the Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of Three Hundred Seventy-Five Thousand Dollars and Zero Cents ($375,000). The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Contract.

Contract Contingency: $75,000

Elevator Upgrades

Maravilla Seniors Elevators

Air exhaust system worn and under performing

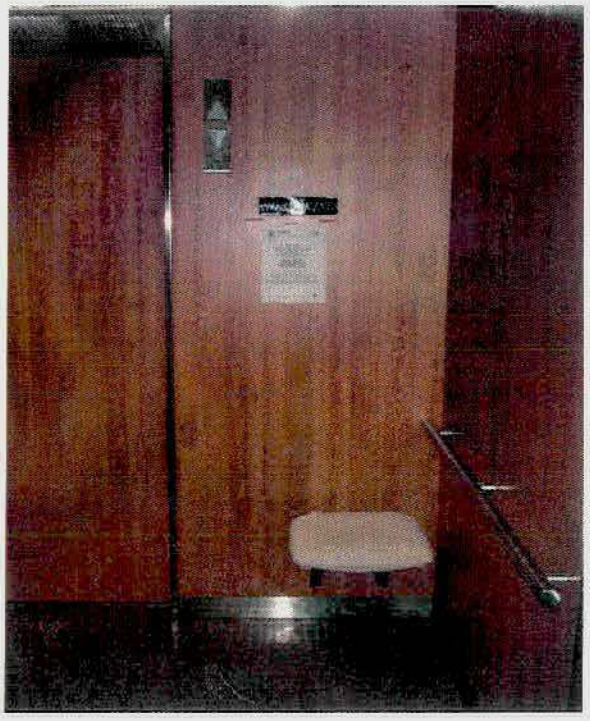


Old motor worn and leaking oil

Elevator Upgrades

Lomita Manor Elevators

Door closing and opening mechanism worn out and out of date



Controls not in compliance with Americans with Disabilities Act (ADA)

Elevator Upgrades

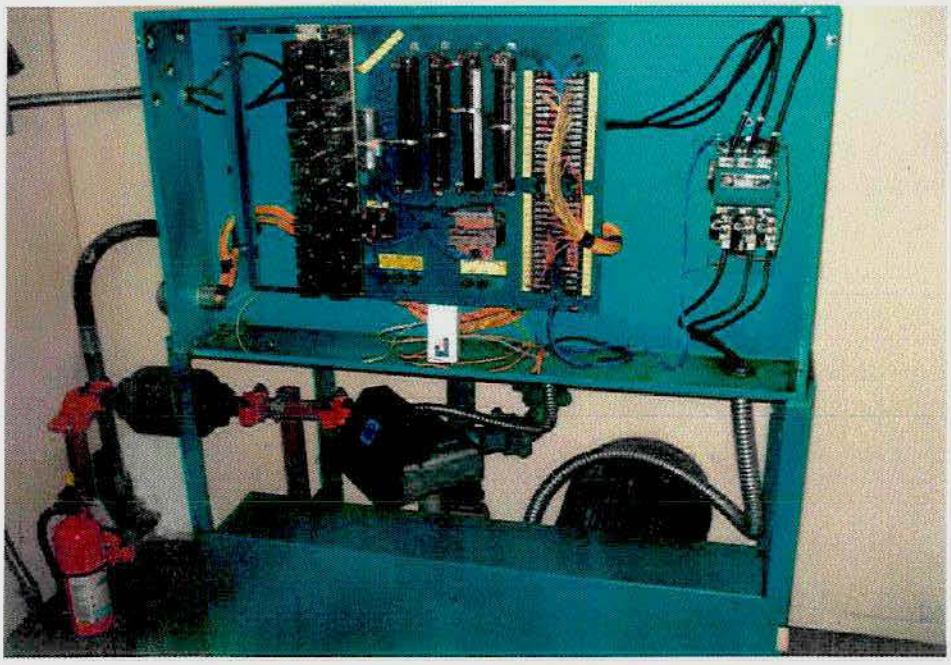
Orchard Arms

Worn out sheave is obsolete

Elevator Upgrades

Lancaster Homes Elevators

Controls not in compliance with Americans with Disabilities Act (ADA)

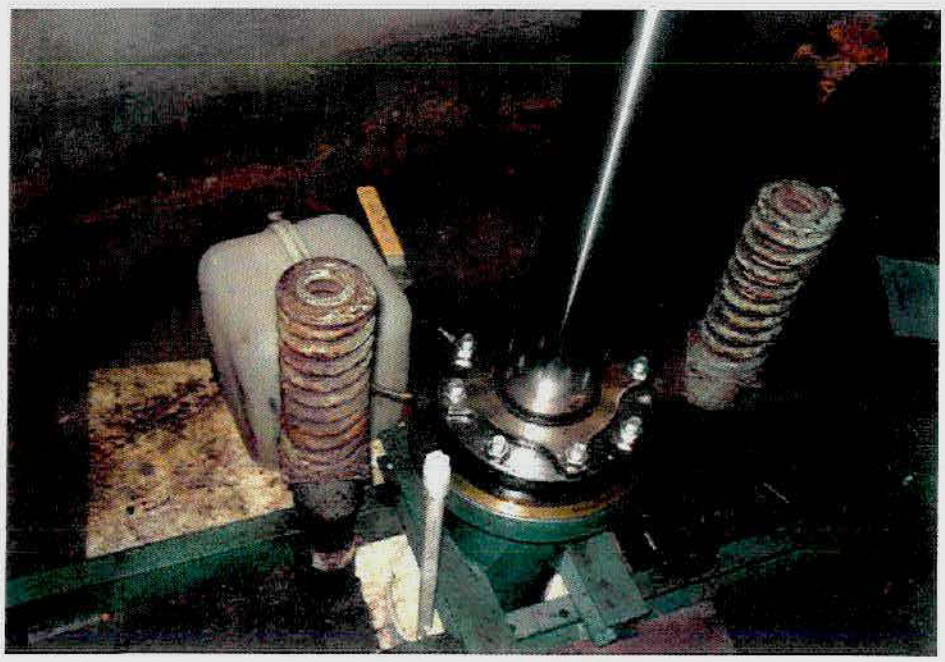


Controls outdate and obselete. No spare parts available

Elevator Upgrades

Carmelitos Elevators

Controls outdate and obselete. No spare parts available



Pit needs to be sealed to keep water out

HOUSING AUTHORITY
of the County of Los Angeles
Administrative Office
2 Coral Circle • Monterey Park, CA 91755
323.890.7001 • TTY: 323.838.7449 • www.lacdc.org

Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Cordé D. Carrillo
Acting Executive Director

February 25, 2009

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

APPROVE A CONSULTING ARCHITECTURAL AND CIVIL ENGINEERING SERVICES AGREEMENT FOR PARKING LOTS AND SIDEWALK MODERNIZATION AT FOUR HOUSING AUTHORITY HOUSING DEVELOPMENTS
(1, 4, 5)

SUBJECT

This letter recommends approval of an architectural and civil engineering consulting services agreement with Integrated Design Systems Group, Inc. to provide analysis and design services for 36 parking lots and sidewalks at the following four housing developments: Nueva Maravilla in unincorporated East Los Angeles, Carmelitos in the City of Long Beach, Harbor Hills in the City of Lomita, and Lancaster Homes in the City of Lancaster.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners find that the architectural and civil engineering phase of the parking lots and sidewalks modernization project at the four Housing Authority housing developments is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.

2. Recommend that the Board of Commissioners approve and authorize the Acting Executive Director to execute an architectural and civil engineering consulting services agreement (Agreements) in an amount not to exceed $1,600,000 and in substantially the form of the attached, and all related documents, with Integrated Design Systems Group, Inc., to complete

analysis and design services for the modernization of a total of 36 parking lots and sidewalks at four housing developments, to be effective following approval as to form by County Counsel, execution by all parties, and issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.

3. Recommend that the Board of Commissioners authorize the Acting Executive Director to use a total of $1,600,000 comprised of $1,500,000 in Capital Funds Program funds and $100,000 in Project-Based Section 8 funds, allocated by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2008-2009 budget for the purposes described herein; and authorize the Acting Executive Director to approve Contract change orders not exceeding $320,000 for unforeseen project costs, using the same source of funds.

4. Recommend that the Board of Commissioners authorize the Acting Executive Director to execute amendments to the Agreement, following approval as to form by County Counsel, to extend the time of performance, at no additional cost to the Housing Authority, to allow the Consultant to perform construction observation services during the construction phase of the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to award an Agreement to Integrated Design Systems Group, Inc. (Consultant) for architectural and civil engineering consulting services for the modernization of a total of 36 parking lots and Americans with Disabilities Act (ADA) compliant sidewalks at four housing developments: Nueva Maravilla in unincorporated East Los Angeles, Carmelitos in the City of Long Beach, Harbor Hills in the City of Lomita and Lancaster Homes in the City of Lancaster.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The Housing Authority will fund the Agreement with $1,600,000 in Capital Funds Program funds and $100,000 in Project-Based Section 8 funds. All funds are allocated by HUD and included in the Housing Authority's approved Fiscal Year 2008-2009 budget for this purpose. A 20% contingency, in the amount of $320,000, is also being set aside for unforeseen costs, using the same source of funds.

A 20% contingency is necessary because once the Consultant provides services such as parking lot designs, plans, and construction observation, there will likely be additional billable hours needed that were not initially identified in the original contract amount.

The Agreement may be extended at no additional cost to the Housing Authority to allow the Consultant to perform construction observation services during the construction phase of the project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The two-story, 504-unit Nueva Maravilla housing development was built in 1943 and has six parking lots. The two-story, 558-unit Carmelitos Family, and three-story, 155-unit Carmelitos Seniors, were built in 1939 and have a total of 20 parking lots. The two-story, 301-unit Harbor Hills was built in 1941 and has eight parking lots. The two-story, 120-unit Lancaster Homes was built in 1978 and has two parking lots.

The Consultant will be responsible for preparing the designs, plans, calculations, and specifications for the parking lot and sidewalk modernization, obtaining all plan check approvals, assisting with the bid phase to identify a contractor to perform the construction, and performing construction observation services.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, the Consultant will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Agreement has been approved as to form by County Counsel.

ENVIRONMENTAL DOCUMENTATION

This project is exempt from the provisions of the National Environmental Policy Act (NEPA) pursuant to 24 Code of Federal Regulations Part 58, Section 58.34 (a)(8) because it involves design activities that will not have a physical impact on or result in any physical changes to the environment. The action is not subject to the provisions of CEQA pursuant to State CEQA Guideline 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 effect on the environment.

CONTRACTING PROCESS

On May 15, 2008, the Housing Authority and Community Development Commission jointly initiated a Request for Statement of Qualifications (RFSQ) process to identify the most qualified and experienced architectural and engineering firms to provide the needed design services for various Housing Authority and Community Development

Commission projects. Notices of the RFSQ were mailed to 316 architectural and engineering firms identified from the Community Development Commission's vendor list. Announcements also appeared in eight local newspapers and on the County Web Site. One hundred and thirty-nine RFSQ packages were requested and distributed.

On June 6, 2008, a total of 29 firms submitted Statements of Qualifications (SOQs). Immediately following the submittal deadline, a selection panel consisting of Housing Authority and Community Development Commission staff began independent evaluations of the SOQs. Twenty-five firms passed basic threshold requirements and were found to be qualified to provide services. The shortlist was reviewed and approved by the Acting Executive Director on August 6, 2008. On January 6, 2009, Integrated Design Systems Group, Inc. was selected from the shortlist as the most qualified firm to provide the necessary services for this Agreement.

Integrated Design Systems Group, Inc. was invited to submit a fee proposal for civil engineering evaluation and design consulting services and entered into negotiations with the Housing Authority, resulting in the proposed Agreement. The details of the fees by site are as follows:

Nueva Maravilla	$ 500,000
Carmelitos	$ 500,000
Harbor Hills	$ 500,000
Lancaster Homes	$ 100,000
Total:	$ 1,600,000

The Summary of Outreach Activities is provided as Attachment A.

IMPACT ON CURRENT PROJECT

The proposed Agreement will provide for the necessary evaluation and design services for the modernization of parking lots and sidewalks at four housing developments, and will provide residents with safe, decent living conditions.

Respectfully submitted,

Bobbette A. Glover
for CORDÉ D. CARRILLO
Acting Executive Director

Attachments: 2

ATTACHMENT A

Summary of Outreach Activities
Request for Statements of Qualifications (RFSQ) for Architectural Design Services

On May 15, 2008, the following Request for Statement of Qualifications (RFSQ) was initiated to procure the most qualified architecture and engineering firms for various Housing Authority and/or Community Development Commission Projects.

A. Newspaper Advertising

Beginning on May 15, 2008, announcements of the RFSQ's appeared in the following eight local newspapers:

Dodge ConstructionNews/Green Sheet	Los Angeles Sentinel
Eastern Group Publication	Los Angeles Times
International Daily Public News	The Daily News
La Opinion	Wave Community Newspapers

The announcement of the RFSQ was also posted on the County WebVen website. Firms were asked to request the RFSQs via email directly through the County's WebVen website or to obtain the RFSQ from the Commission/Housing Authority.

B. Distribution of RFSQs

The Commission's vendor list was used to mail out the RFSQ to 316 architectural and engineering firms, of which 240 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, 139 RFSQ packages were requested and distributed by the Commission.

C. Pre-submittal conference

On May 22, 2008, a total of 77 firms attended a mandatory pre-submittal conference to address questions about the SOQ format, submittal requirements and scope of various projects.

D. Statements of Qualifications (SOQs)

On June 6, 2008, a total of 29 firms submitted SOQs, of which 10 identified themselves as female or minority-owned.

E. Review of SOQs and Newspaper Advertising

On January 6, 2009, staff from the Community Development Commission Construction Management Division selected Integrated Design Systems Group, Inc. as the most qualified firm to provide the necessary services for this Agreement.

IDS Group, Inc., was invited to submit a fee proposal for architectural and civil engineering consulting services for thirty-six parking lots and ADA sidewalks, and entered into negotiations with the Housing Authority, resulting in the proposed Agreement totaling an aggregate amount not to exceed $1,600,000.

F. Participation of Minorities and Women – Selected Architect

Name	Ownership	Employees
IDS Group, Inc.	Non-Minority	Total: 50 26 minorities 11 women 52% minority 21% women
Lerch, Bates, Inc.	Information Not Available	Total: NA NA minorities NA women NA% minority NA% women
OMB Engineers	Information Not Available	Total: NA NA minorities NA women NA% minority NA% women
FT Andrews, Inc.	Information Not Available	Total: NA NA minorities NA women NA% minority NA% women

Participation of Minorities and Women - Firms Not Selected

Ah'be	Minority	Total: 21 13 minorities 13 women 62% minority

		62% women
Briba Group Architects	Minority	Total: 9
		3 minorities
		9 women
		3% minority
		100% women
Carde Ten Architects	Minority	Total: 19
		12 minorities
		7 women
		63% minority
		37% women
FSY Architects	Minority	Total: 13
		8 minorities
		2 women
		0% minority
		0% women
GMP Architects	Non-Minority	Total: 17
		8 minorities
		5 women
		62% minority
		29% women
Gonzalez/Goodale Architects	Non-Minority	Total: 50
		39 minorities
		11 women
		78% minority
		22% women
Harley Ellis Devereaux	Non-Minority	Total: 389
		72 minority
		104 woman
		19% minority
		27% women
Hill Partnership, Inc.	Non-Minority	Total: 40
		15 minorities
		13 women
		38% minority
		33% women
HMC Architects	Non-Minority	Total: 464
		202 minorities
		217 women

		44% minority 47% women
Hodgetts-Fung Design/Architecture	Non-Minority	Total: 16 3 minorities 7 women 19% minority 44% women
Kennard Design Group	Minority/Female	Total: 10 9 minorities 4 women 90% minority 40% women
Ken Kurose Architect	Minority	Total: 4 4 minorities 1 women 100% minority 25% women
Katherine Spitz Associates, Inc.	Female	Total: 10 3 minority 7 woman 30% minority 70% women
Lewis / Schoeplein Architects	Female	Total: 7 2 minority 4 woman 29% minority 57% women
Luckman Partnership, Inc.	Non-Minority	Total: 12 3 minorities 4 women 25% minority 33% women
Martinez Architects, Inc.	Non-Minority	Total: 20 2 minorities 4 women 0% minority 0% women
Onyx Architects	Non-Minority	Total: 21

		6 minorities
		10 women
		29% minority
		48% women
Osborn Architects	Non-Minority	Total: 51
		22 minorities
		23 women
		43% minority
		45% women
Quatro Design Group	Minority	Total: 24
		20 minorities
		8 women
		83% minority
		33% women
Rachlin Architects	Non-Minority	Total: 14
		2 minority
		1 woman
		14% minority
		7% women
RNL Design	Non-Minority	Total: 171
		27 minorities
		91 women
		16% minority
		53% women
The Albert Group Architects	Non-Minority	Total: 10
		4 minorities
		5 women
		40% minority
		50% women
Tucker Sadler	Non-Minority	Total: 40
		9 minorities
		13 women
		23% minority
		33% women
WWCOT	Non-Minority	Total: 30
		7 minorities
		7 women
		0% minority

0% women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

ATTACHMENT B

Contract Summary

Project Name: Architectural and civil engineering consulting and design services
Locations: Nueva Maravilla, 4919 Cesar E. Chavez Avenue, unincorporated Los Angeles County
Carmelitos, 700 Via Wanda, City of Long Beach
Harbor Hills, 26607 S. Western Avenue, City of Lomita
Lancaster Homes, 711-737 W. Jackman Street, City of Lancaster

Nueva Maravilla located in the area of unincorporated Los Angeles County, Carmelitos located in the City of Long Beach, Harbor Hills located in the City of Lomita, and Lancaster Homes located in the City of Lancaster.

Bid Number: CDC08-498
SOQ Deadline: June 6, 2008
Consultant: IDS Group, Inc.
Services: Prepare complete parking analysis, architectural and engineering construction drawings and specifications for the modernization of Thirty-six parking lots and ADA sidewalks.

Contract Documents: Attachment A – Fee Schedule, Attachment B - Statement of Work, Attachment C - Required Forms, and Attachment D - Required Notices

Time of Commencement: Services for each phase shall be performed upon receipt of a written Notice to Proceed from the Housing Authority. The Consultant will only perform the scope of work identified in the Notice to Proceed.

Aggregate Contract Sum: The Housing Authority shall pay the Consultant for the performance of the Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum not to exceed One Million Six Hundred Thousand Dollars and Zero Cents ($1,600,000). The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Contract.

Contract Contingency: $320,000.00

Maravilla Parking Lots

Maravilla - Rosas Senior Housing Parking Lot

Pinos Parking Area - excess oil

Broken wheel stops

Maravilla Parking Lots

Ponding

Concrete cracking

Patching

Patching

Severe cracking & deteriorization

Severe cracking & deterioration

Carmelitos Parking Lots

Severe Cracking & excess oil

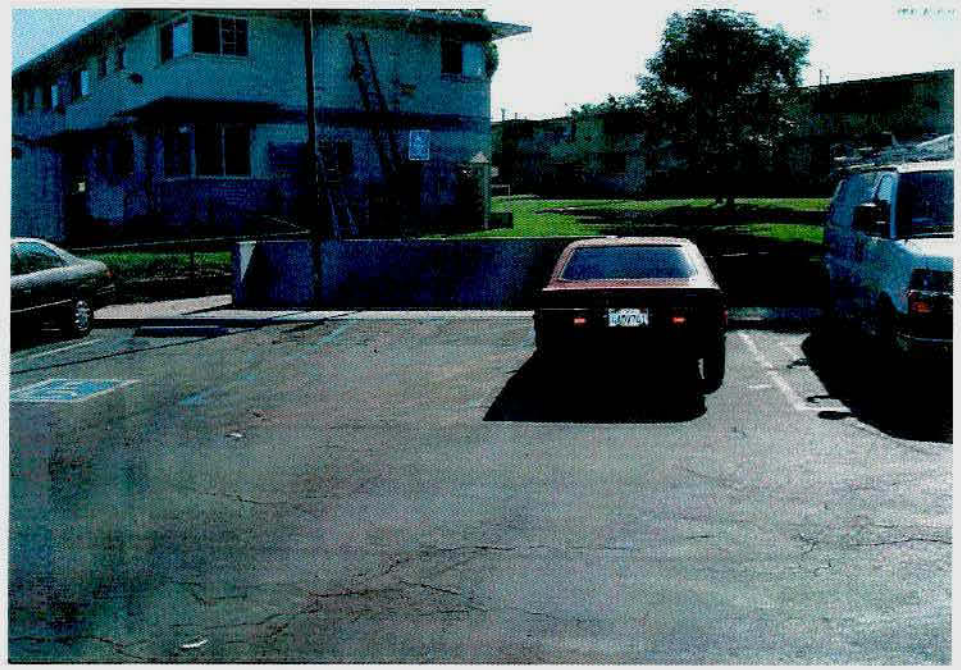
Cracking and general wear and tear

Carmelitos Parking Lots

Major cracking and deterioration

Poinding

Harbor Hills Parking Lots

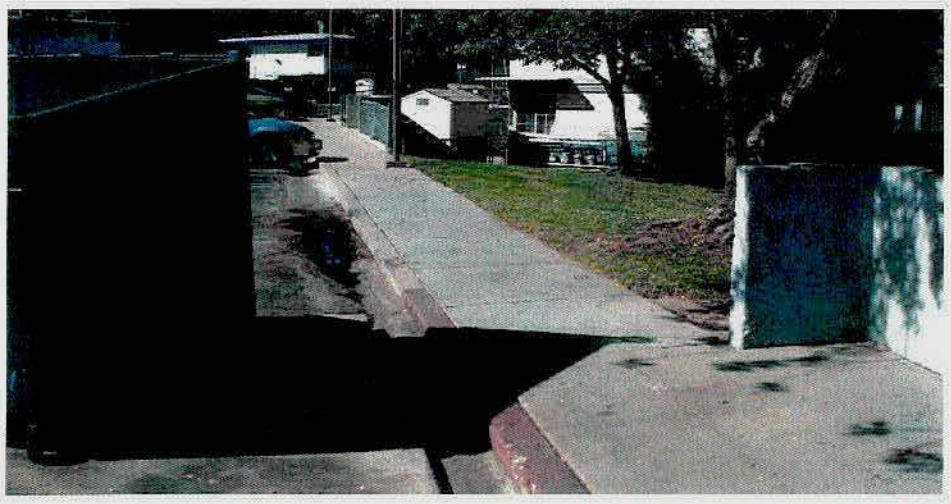


Cracking, faded striping, general wear and tear

Cracking

Harbor Hills Parking Lots

Ponding and excess oil



Ponding and pour drainage

HOUSING AUTHORITY
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Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Cordé D. Carrillo
Acting Executive Director

February 25, 2009

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

APPROVE THE ANNUAL PLAN FOR THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES (ALL DISTRICTS)

SUBJECT

This letter recommends approval of the Housing Authority's Annual Plan for Fiscal Year 2009-2010. The Annual Plan updates the Housing Authority's program goals, major policies, financial resources and is required for the receipt of Capital Fund Program funds.

IT IS RECOMMENDED THAT YOUR COMMISSION, AT THE CONCLUSION OF THE PUBLIC HEARING:

1. Recommend that the Board of Commissioners find that the activities in the attached Annual Plan for Fiscal Year 2009-2010, as described herein, are not subject to the provisions of the California Environmental Quality Act (CEQA), because they will not have the potential for causing a significant effect on the environment.

2. Recommend that the Board of Commissioners approve the attached Annual Plan, as required by the U.S. Department of Housing and Urban Development (HUD), to update the Housing Authority's program goals, major policies and financial resources, including the Capital Fund Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Conventional Public Housing Program, the Public Housing Lease Agreement, and the Section 8 Tenant-Based Program Administrative Plan.

3. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign the attached Resolution approving the Annual Plan for

submission to HUD, and authorizing the Acting Executive Director of the Housing Authority to take all actions required for implementation of the Annual Plan.

4. Recommend that the Board of Commissioners authorize the Acting Executive Director to execute all documents required to receive approximately $5,847,288 in Capital Fund Program funds from HUD for resident programs, operating costs, and the rehabilitation of 1,737 housing units at eight Conventional Public Housing Program developments throughout Los Angeles County, as described in the Annual Plan.

5. Recommend that the Board of Commissioners authorize the Acting Executive Director to incorporate into the Annual Plan all public comments received and approved for inclusion by your Board; and authorize the Acting Executive Director to submit the Annual Plan to HUD by April 17, 2009.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) mandates that the Housing Authority submit an Annual Plan to update program goals and objectives each year.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. Upon approval of the Annual Plan, the Housing Authority will receive approximately $5,847,288 in Capital Fund Program funds from HUD for resident programs, administrative costs and housing rehabilitation for the Conventional Public Housing Program. Operating funds for the Conventional Public Housing Program and administrative fees for the Section 8 Tenant-Based Program are allocated through a separate budgetary process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On October 21, 1998, the QHWRA mandated that all housing authorities submit an Annual Plan to HUD. The Annual Plan identifies goals, major program policies, and financial resources for both the Conventional Public Housing Program and the Section 8 Tenant-Based Program.

The Annual Plan identifies major program policies and financial resources. It updates information on housing needs, waiting lists, housing strategies, deconcentration and income mixing plans, income analyses, and other program and management data. The Annual Plan must be updated each year, and was last approved by your Board on March 25, 2008.

Also included as part of the Annual Plan are the updated Capital Fund Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Conventional Public Housing Program, the Public Housing Lease Agreement and the Section 8 Tenant-Based Program Administrative Plan. Significant changes to these documents are discussed below.

Capital Fund Annual Statement

During Fiscal Year 2007-2008, a total of 1,462 housing units were rehabilitated at ten Conventional Public Housing Program developments throughout Los Angeles County.

The 2009-2010 Capital Fund Annual Statement summarizes the Housing Authority's plan to use modernization funds to rehabilitate 1,737 housing units at eight Conventional Public Housing Program developments throughout Los Angeles County. Included are proposed work items, estimated costs, and an implementation schedule for the work to be completed. Also provided is a list of programs and funding for non-modernization activities, including the maintenance of family learning centers, crime prevention programs, resident self-sufficiency training programs, upgrading of computers, and program staffing.

As authorized by HUD, the Acting Executive Director may amend the Capital Fund Annual Statement as necessary to respond to needs such as housing emergencies, to safeguard property or protect health and safety, or to implement other changes that are in the interests of the Housing Authority and public housing residents. The Acting Executive Director may also implement changes to the Capital Fund Annual Statement in response to changes in federal funding.

Admissions and Continued Occupancy Policy and Lease Agreement for the Conventional Public Housing Program

The Admissions and Continued Occupancy Policy and Lease Agreement for the Conventional Public Housing Program set guidelines to determine eligibility for admission and continued occupancy. There are no major changes to these documents.

Section 8 Tenant-Based Program Administrative Plan

The purpose of the Section 8 Tenant-Based Program Administrative Plan is to set forth the policies and procedures that govern the Housing Authority's administration of rental assistance under this program. The revised Section 8 Tenant-Based Program Administrative Plan reflects the following nine changes:

First, the number of vouchers that the Housing Authority issues to applicants is based on statistics of program attrition. Based on these statistics, the Housing Authority projects the necessary number of vouchers that are required to meet leasing and budget goals for the fiscal year.

Currently, the Housing Authority will honor all vouchers issued in excess of maximum voucher and/or budget allocation. In accordance with HUD regulations, the Housing Authority now may not honor vouchers issued in excess of voucher and/or budget allocation. As the Housing Authority approaches 100% lease-up, vouchers will be honored in the order they were issued.

Second, the Housing Authority currently allows adults to be added to participant households only through marriage or marital-type relationship or if they are an adult child returning home from military service. In accordance Section 24 of the Code of Federal Regulations, Part 982.551(h)(2), the Housing Authority will now allow the addition of adults to participant households in cases of major illness or disability.

Third, the Housing Authority currently conducts interim reexaminations in cases of income decreases or family additions. The current policy also allows the option to conduct an interim reexamination when a participant family's income has increased. Families are also required to submit all changes in income or family composition to the Housing Authority within 30 days, whether or not it will result in an interim reexamination.

In accordance with federal regulation, the Housing Authority policy will no longer contain the option to conduct interim reexaminations when income increases. Families will be required to submit changes in income decreases and family composition within thirty days of the change. All other changes may be submitted at the annual reexamination.

Fourth, the Housing Authority currently conducts Compliance Checks/Home Visit inspections to assure compliance with program rules. The Housing Authority has expanded its policy on Compliance Checks/Home Visit inspections by requiring that investigators conduct inspections between the hours of 7:00 a.m. to 6:30 p.m. on Monday through Friday. If circumstances require a visit outside of this timeframe (for example, if the members of the household work during these hours), then a notice of a weekend or evening visit shall be given to the tenant either by mail or by leaving such notice at the residence. This notice may state that the Housing Authority will return to conduct an inspection within thirty days. No specific day or time need be given in the notice. If the notice is provided by the Housing Authority of a future visit, then a Housing Authority investigator may conduct their investigation from 7:00 a.m. to 7:30 p.m. on Monday through Friday and 9:00 a.m. to 5:00 p.m. on Saturdays. If the Housing Authority is not the lead agency approaching an assisted household, these hours do not apply. The written permission of the Executive Director is required if Housing Authority investigators wish to conduct a Compliance Check/Home Visit inspection outside the hours stated in the policy.

The policy has been further clarified to state that before entering a unit, Housing Authority investigators must request consent from someone they reasonably believe to be at least eighteen years of age and in control of the unit. If the family refuses to

provide consent to the investigators to enter the unit, the Housing Authority may schedule an appointment, which the head of household will be required to attend, in order to address investigators' concerns. Failure to appear at this appointment may be grounds to terminate assisted housing benefits.

The Housing Authority will also provide a form with an acknowledgement that outlines this policy and its related procedures, including when the Compliance Checks/Home Visits may take place and the family's right to refuse consent to the Housing Authority to enter the assisted unit. Applicants and participants will be required to sign an acknowledgement of the policy during the voucher briefing session and during their annual reexamination.

Fifth, the Housing Authority currently maintains a policy that requires participant households to be terminated for drug-related or violent criminal activity committed by a member of the household. The Housing Authority will now expand this policy to a more comprehensive "zero tolerance" policy by defining the term "illegal drugs" and addressing criminal activity of guests or invitees of the family.

The Housing Authority "zero tolerance" policy toward illegal drugs and other criminal activity will now state that members of the family and their guests or invitees may not engage in drug-related criminal activity, violent criminal activity, or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. Drug-related criminal activity includes the manufacture, dispensation, distribution, sale, use or possession of illegal drugs. An "illegal drug" is defined as any controlled substance, in any amount, as defined by the United States Code, Title 21, section 321, including but not limited to narcotics, amphetamines, hallucinogens, cocaine, marijuana, designer drugs, or other intoxicants. This definition also specifically includes over-the-counter medications used in the manufacture of illegal drugs or for the purposes of becoming intoxicated, and pharmaceutical medications which are used either without being prescribed by a licensed physician or in excess of the amount prescribed by a physician, for the purpose of becoming intoxicated.

The Housing Authority will now also require termination of a participant household for drug-related or violent criminal activity committed by guests or invitees of any member of the household on the premises of the assisted unit. The Housing Authority will retain its current policy under the Violence Against Women Act 2005 to not terminate the assistance of a participant based on incidences or threats of abuse.

Sixth, the annual reexamination policy currently states that when the tenant rent decreases from the previous year due to an annual reexamination, the effective date of the annual reexamination and the rent decrease will be the anniversary date of the Housing Assistance Payment contract. In accordance with Section 24 of the Code of Federal Regulations, Part 982.516(d)(2), the Housing Authority will now make all tenant

rent decreases due to an annual reexamination effective on the first day of the month after the reexamination is completed.

Seventh, the Housing Authority currently maintains a policy that reexaminations will be conducted at least annually. In accordance with the current Corrective Action Plan executed with the U.S Department of Housing and Urban Development (HUD), and in accordance with Indicator 9 under the Section Eight Management Assessment Program (SEMAP), this policy will now be expanded to state that all annual reexaminations must be effective within 12 months of the last annual reexamination.

Eighth, in accordance with the current Corrective Action Plan executed with HUD, and in accordance with Indicator 7: Expanding Housing Opportunities, under SEMAP, the Housing Authority will include a list of participating cities within the jurisdiction that are not considered to be impacted by poverty or minority concentration.

Ninth, the Housing Authority currently maintains five admissions preferences in the Administrative Plan. Current preferences are as follows, with families of veterans or current members of the armed forces receiving priority in each of the following categories:

1. Families admitted through set-aside, targeted or special programs;
2. Families previously assisted by the Housing Authority whose assistance was terminated due to insufficient funding;
3. Families who live or work in the jurisdiction and are approved for admission by the Executive Director as victims of declared disasters, displaced due to a government action or a referral from law enforcement;
4. All other families who live or work in the jurisdiction;
5. Date and time.

The Housing Authority is removing date and time as a preference. Families will continue to be selected from the waiting list in order of date and time after preferences have been applied.

As required by Section 24 of the Code of Federal Regulations, Part 903.17, a public hearing to approve the Agency Plan was conducted. Copies of the Annual Plan were made available for public review and comment during a 45-day comment period extending from December 29, 2008 to February 11, 2009 at nine public libraries, 11 housing developments, the South Whittier Community Resource Center, Housing Authority administrative offices, and the Housing Authority website. Notices of the availability of the documents and the public hearing were also published in newspapers of general circulation during the 45-day period.

The Summary of Public Outreach regarding the amended Annual Plan, a list of the eight Conventional Public Housing Program developments in the Capital Fund Annual

Statement for Fiscal Year 2009-2010, and the Annual Plan, are provided as Attachments, A, B, and C, respectively.

The Resolution approving the Annual Plan for submission to HUD has been approved as to form by County Counsel and is provided as Attachment D. All public comments pertaining to the Annual Plan from the Public Review and Comment period are incorporated into the attached Annual Plan. At the conclusion of the public hearing, public comments approved by your Board will be incorporated into the Annual Plan and submitted to HUD.

ENVIRONMENTAL DOCUMENTATION

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

Prior to implementation of any particular project, an Environmental Service Request (ESR) will be submitted to the Community Development Commission's Environmental Services Unit for review. Each project will receive an environmental clearance in accordance with CEQA Guidelines and National Environmental Policy Act (NEPA) regulations before proceeding with the project.

IMPACT ON CURRENT PROGRAMS

Submission of the Annual Plan is required by HUD for the receipt of Capital Fund Program funds and for the continuation of the Conventional Public Housing Program and Section 8 Tenant-Based Program.

Respectfully submitted,

Brbbette A. Glover

for CORDÉ D. CARRILLO
Acting Executive Director

Attachments: 2

Attachment A

Summary of Public Outreach

Section 511 of the QHWRA instructs every public housing authority to convene one or more Resident Advisory Boards (RABs) to assist and make recommendations on the development of the Annual Plan, as well as on any significant amendments or modifications. Conventional Public Housing Program residents and Section 8 Tenant-Based Program participants were invited to participate on the RAB to learn about programs included in the Annual Plan and to provide input.

Summary of RAB Activities:

Conventional Public Housing Program

- On September 12, 2008, the Housing Authority sent a letter inviting Resident Councils to participate in the Annual Plan process.
- Fourteen Resident Council members volunteered to participate in the development of the Annual Plan.
- Four public housing RAB meetings were held at the Nueva Maravilla housing development from September through December of 2008.

Section 8

- On September 29, 2008, a newsletter was sent to all Section 8 participants, inviting them to participate in the Annual Plan process.
- Fourteen RAB members volunteered to participate in the development of the Annual Plan.
- Three Section 8 RAB meetings were held in October 2008 and two in November 2008.

Other Outreach Activities

- A summary of the RAB comments and Housing Authority responses are included in Attachment F of the Agency Plan.
- A written Spanish version of HUD Form 50075, the Agency Plan template, was made available at Public Housing RAB meetings.
- Spanish translators were provided during the Conventional Public Housing RAB meetings. Spanish and Russian translators were provided during the Section 8 RAB meetings.
- In December 2008, a public notice was mailed to all Section 8 program participants notifying them of the 45-day Public Review and Comment Period.
- In December 2008, a public notice was mailed to all Conventional Public Housing residents notifying them of the 45-day Public Review and Comment Period.
- In December 2008, a public notice announcing the 45-day Public Review and Comment Period was published in the Los Angeles Times, La Opinion, the Daily News, Wave Community Newspaper, International Daily News, L.A. Sentinel and

the Long Beach Press Telegram. The names of bilingual (Spanish and Russian) Housing Authority staff contacts were provided in the public notice.

- During the public comment period, the Annual Plan was made available at nine public libraries, 11 housing developments, the South Whittier Community Resource Center, the Housing Authority administrative office in Monterey Park, the Section 8 administrative office in Santa Fe Springs, the Section 8 Palmdale office and the Housing Authority web site.
- Summaries of the Annual Plan were available during the Public Review and Comment Period in Braille, Russian, Korean, Spanish and Mandarin Chinese at the above locations.
- Information regarding the Annual Plan is published annually in the Section 8 Tenant Talk newsletter.

Attachment B

Housing Development	Addresses	District
1. Francisquito Villa	14622 Francisquito Avenue La Puente, CA 91746	1
2. Nueva Maravilla	4919 Cesar Chavez Avenue Los Angeles, CA 90022	1
3. Carmelitos	1000 Via Wanda Long Beach, CA 90805	4
4. Harbor Hills	26607 S. Western Avenue Lomita, CA 90717	4
5. Orchard Arms	23410-23540 Wiley Canyon Rd Valencia, CA 91355	5
6. Foothill Villa	2423 Foothill Blvd La Crescenta, CA 91214	5
7. Quartz Hill I	5028 West Avenue L-12 Quartz Hill, CA 93536	5
8. Quartz Hill II	42051 51st Street West Quartz Hill, CA 93536	5

HOUSING AUTHORITY
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Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Cordé D. Carrillo
Acting Executive Director

February 25, 2009

The Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, CA 91755

Dear Commissioners:

APPROVE CONTRACT FOR MASTER PEST CONTROL SERVICES FOR ALL HOUSING DEVELOPMENTS LOCATED WITHIN LOS ANGELES COUNTY (ALL DISTRICTS)

SUBJECT

This letter recommends approval of a Contract with Lone Star Termite and Pest Control Inc. to provide standardized master pest control for 61 housing developments and three administrative buildings throughout Los Angeles County.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners find that a pest control Contract is exempt from the California Environmental Quality Act (CEQA) as described herein, because the activities will not have the potential for causing a significant effect on the enforcement.

2. Recommend that the Board of Commissioners approve and authorize the Acting Executive Director to execute a one-year Contract in the amount of $64,992 with Lone Star Termite and Pest Control Inc. to provide pest control services for 61 housing developments located within Los Angeles County, as well as the Mary B. Henry Telemedicine Center, the Bright Futures Child Care Center, and the South Scattered Sites management office.

3. Recommend that the Board of Commissioners authorize the Acting Executive Director to use for this purpose $58,813 in Conventional Public Housing Program funds and $3,543 in Project-Based Section 8 Program funds allocated by the U.S. Department of Housing and Urban

Development (HUD), $2,183 in Rental Housing Construction Program (RHCP) program revenue allocated by the State of California, and $453 in General Fund Bond Fees; and authorize the Acting Executive Director to approve Contract change orders not exceeding $19,500 for unforeseen project costs, using the same source of funds.

4. Recommend that the Board of Commissioners authorize the Acting Executive Director to execute amendments to the one-year Contract, following approval as to form by County Counsel, to extend the term of the Contract for a maximum of four years, in one-year increments, using funds to be approved through the annual budget process.

5. Recommend that the Board of Commissioners authorize the Acting Executive Director to execute all necessary administrative amendments to the Contract as well as any amendments to increase the compensation amount upon each annual renewal with an escalation percentage cap equal to the Consumer Price Index (CPI) for the County of Los Angeles determined by the U.S. Bureau of Labor Statistics, and a 30 percent contingency per year, to provide for any unforeseen needed pest control services, following approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to provide pest control services at the Housing Authority's public housing developments and administrative buildings throughout Los Angeles County. The interior of each unit will be treated two times per year by spraying or bating with a gel substance the interior of all units and administrative offices. The exterior of all buildings will be sprayed monthly for the control of ants and other insects.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. For the first year of services under the Contract, the Housing Authority will use a maximum aggregate of $64,992 included in the Housing Authority's approved Fiscal Year 2008-2009 budget, consisting of $58,813 in Conventional Public Housing Program funds and $3,543 in Project-Based Section 8 Program funds allocated by the U.S. Department of Housing and Urban Development (HUD), $2,183 in Rental Housing Construction Program (RHCP) program revenue allocated by the State of California, and $453 in General Fund Bond Fees. A 30% contingency, in the amount of $19,500, is also being set aside for unforeseen costs, using the same source of funds.

A 30% contingency is necessary because the Contractor will likely need to provide services beyond the regular twice annual unit treatment. These services may special treatments for fleas and bedbugs, removal of bee hives, rodents and other pests.

After the first year, the Housing Authority seeks authority extend the Contract for an additional four years, in one-year increments, contingent upon availability of funds. If extended, compensation for the second, third, fourth and fifth years of the Contract, including the costs of unforeseen needed pest control services and any adjustment for the CPI, will use funds to be approved through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Housing Authority operates 61 housing developments totaling 3,336 housing units throughout Los Angeles County. Each unit will be treated a maximum of two times annually. The exterior of each development will be sprayed once per month and all community space areas will be treated quarterly or as necessary.

These services are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Lone Star Termite and Pest Control will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contract has been approved as to form by County Counsel and executed by Lone Star Termite and Pest Control Inc.

CONTRACTING PROCESS

On September 23, 2008, the Housing Authority and the Community Development Commission (CDC) initiated a combined outreach bid process to identify a pest control maintenance service company. Invitations for Bid Notices were mailed to 73 pest control providers identified from the CDC/Housing Authority's vendor list. Advertisements also appeared in eight local newspapers and on the Community Development Commission and L.A. County Websites. Sixteen proposal packages were distributed.

Twelve Contractors attended a mandatory Pre-Bid Conference on November 25, 2008. On December 22, 2008, five bids were received. The lowest bid was rejected because

of the company's failure to meet the minimum requirements. Lone Star Termite and Pest Control Inc. submitted the lowest, most responsive and responsible bid and is being recommended for the Contracts award.

The Summary of Outreach Activities is provided as Attachment A.

ENVIRONMENTAL DOCUMENTATION

Pursuant to Title 24 of the Code of Federal Regulations, Section 58.35 (b) (3), this action is excluded from the National Environmental Policy Act (NEPA) because it involves activities that will not alter existing environmental conditions. The action is exempt from the provisions of CEQA pursuant to State CEQA Guidelines Section 15301 because it involves negligible or no expansion of an existing use and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT SERVICES

The award of this Contract will allow the Housing Authority to continue providing a pest-free living environment for all residents and employees at all housing developments located throughout the County.

Respectfully submitted,

for CORDÉ D. CARRILLO
Acting Executive Director

Attachments: 2

ATTACHMENT A

CONTRACT FOR PEST CONTROL SERVICES

Summary of Outreach Activities

On November 17, 2008, the following outreach was initiated to identify qualified firms to provide pest control services for all housing developments throughout Los Angeles County and Community Development Commission Administrative Offices and Buildings.

A. Newspaper Advertising

Announcements appeared in the following eight local newspapers:

La Opinion	Los Angeles Sentinel
Eastern Group Publications	Los Angeles Times
International Daily News	The Daily News
WAVE Community Newspapers	Long Beach Press Telegram

An announcement was also posted on the Community Development Commission's and the L.A. County's web sites.

B. Distribution of Bid Packets

The Housing Authority's vendor list was used to mail out the IFB to 72 contractors, of which 29 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women).

As a result of the outreach, 16 bid packets were requested and distributed.

C. Pre-Bid Conference and Site Walk

A mandatory Pre-bid Meeting was held on November 25, 2008. Twelve Contractors attended. Addendum No. 1 was issued on December 15, 2008 issuing a revised bid sheet.

D. Bid Results

On December 22, 2008 five bids were received and opened. The lowest bid was rejected because of the company's failure to meet the bid's minimum requirements. Lone Star Termite and Pest Control Inc. submitted the lowest responsive, responsible combined bid meeting all bid criteria and is therefore, being recommended for Contract award. The combined bid results are as follows:

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Pest Control Company	**Annual Bid Amount Includes HA & CDC**
American City Pest Control	$ 60,609*
Lone Star Termite and Pest Control	$ 89,653
Stanley Pest Control	$ 89,859
CATS USA Pest Control, Inc.	$ 96,406
Worry Free Pest Control	$123,384

*Non-responsive bid.

E. Minority/Female Participation –Contractor and Subcontractor

Name	Ownership	Employees
Lone Star Termite and Pest Control	Non-Minority	Total: 8 6 minorities 2 women 75% minorities 25% women

F. Minority/Female Participation – Firms Not Selected

Name	Ownership	Employees
American City Pest And Termite Control	Non-Minority	Total: 42 25 minorities 7 women 60% minorities 17% women

Name	Ownership	Employees
Stanley Pest Control	Non-Minority	Total: 97 56 minorities 12 women 58% minorities 12% women

Name	Ownership	Employees
CATS USA Pest Control	Non-Minority	Total: 59 28 minorities 14 women 47% minorities 24% women

Name	Ownership	Employees
Worry Free Pest Control, Inc.	Non-Minority	Total: 5 2 minorities 2 women 40% minorities 40% women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

ATTACHMENT B

Contract Summary

Project Name:	PEST CONTROL SERVICES
Location:	61 Housing Authority housing developments and 3 administrative buildings within the Los Angeles County
Number:	CDC08-648
Contract Start Date:	March 13, 2009
Contractor:	Lonestar Termite and Pest Control Inc.
Purpose:	The purpose of this contract is to provide regular monthly pest control maintenance services to 61 housing developments and 3 administrative buildings operated or managed by the Housing Authority within the County of Los Angeles.

Scope of Work: See Attached Scope of Work

Term: Upon execution, the Contract shall remain in full force until March 12, 2010 unless sooner terminated or extended in writing.

Option to Renew: The Housing Authority has the option to renew the Contract for four (4) additional one year terms, unless sooner terminated or extended in writing.

Performance Review: A performance review shall be conducted no later than 90 days prior to the end each Contract year. Based on the assessment of the performance review, written notification will be given to the Contractor whether the agreement will be terminated at the end of the current year or will be continued into the next contract year.

Compensation: The Contractor shall be paid full compensation for the work required, performed, and accepted, an annual amount of $64,992, which is exclusive of all costs and expenses which will be deducted from the contract 30% annual contingency amount.

After the first year, the Housing Authority may extend the Contract for an additional four years, in one-year increments, contingent upon availability of funds. If extended, the compensation for the second, third, fourth and fifth years of the Contract may be adjusted annually according to the Consumer Price Index (CPI) for the County of Los Angeles. Additionally the costs of unforeseen needed pest control services will be deducted from the contract 30% annual contingency amount. The Housing Authority will use funds to be approved through the annual budget process.

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Commissioners

Cordé D. Carrillo
Acting Executive Director

February 25, 2009

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

ADOPT RESOLUTION DECLARING INTENT TO ISSUE MULTI FAMILY HOUSING MORTGAGE REVENUE BONDS FOR MULTIFAMILY SENIOR HOUSING LOCATED IN UNINCORPORATED EAST RANCHO DOMINGUEZ AND IN THE CITY OF COMPTON (DISTRICT 2)

SUBJECT

This letter recommends approval of a Resolution declaring the Housing Authority's intent to issue Multifamily Housing Mortgage Revenue Bonds to finance the site acquisition and construction of Seasons at Compton, an 84-unit multifamily senior project to be located at 15810 Frailey Avenue, which is partially located in unincorporated East Rancho Dominguez and partially in the City of Compton.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners find that adoption of a Resolution declaring the intent of the Housing Authority of the County of Los Angeles to issue Multifamily Housing Mortgage Revenue Bonds is not subject to the California Environmental Quality Act (CEQA) because the proposed activity will not have the potential for causing a significant effect on the environment.

2. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign the attached Resolution, as required under Treasury Regulations, declaring an intent by Compton Seniors Housing, L.P. to undertake bond financing in an amount not exceeding $14,500,000 to finance the site acquisition and construction of Seasons at Compton, an 84-unit multifamily senior rental housing development to be located at 15810 Frailey Avenue, which is partially located in unincorporated East Rancho Dominguez and partially in the City of Compton.

3. Recommend that the Board of Commissioners authorize the Acting Executive Director to submit an application to the California Debt Limit Allocation Committee for a private activity bond allocation in an aggregate amount not exceeding $14,500,000 for the purposes described herein.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to approve a Resolution by the Housing Authority declaring its intent to issue Multifamily Housing Mortgage Revenue Bonds in an aggregate amount not exceeding $14,500,000, and to authorize the Acting Executive Director of the Housing Authority to apply to the California Debt Limit Allocation Committee (CDLAC)for a private activity bond allocation in the same amount, in order to finance the site acquisition and construction of 84 units, including one manager's unit that will have no affordability requirements.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund. Compton Seniors Housing, L.P (Developer) will pay all fees and related costs.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Seasons at Compton (Project) is partially located in unincorporated East Rancho Dominguez and partially in the City of Compton. It consists of 68 one-bedroom units and 16 two-bedroom units for a total of 84 units. Thirty of the units will be reserved for households with incomes that do not exceed 35% of the area median income (AMI) for the Los Angeles-Long Beach Metropolitan Statistical Area, adjusted for household size, as determined by the U.S. Department of Housing and Urban Development (HUD). Twenty-nine of the units will be reserved for households with incomes that do not exceed 45% of AMI, and the remaining 24 units will be reserved for households with incomes that do not exceed 50% of AMI. The affordability requirements will remain in effect for 55 years. The manager's unit will have no affordability requirements.

On February 10, 2009, the Board of Commissioners of the Compton Local Housing Authority adopted a resolution authorizing the Housing Authority of the County of Los Angeles to issue multifamily revenue bonds for Seasons at Compton.

Adoption of the Resolution by the Board of Commissioners of the Housing Authority announcing the intent to issue Multifamily Housing Mortgage Revenue Bonds is required to establish a base date after which costs incurred by the Developer may be

included in the construction and permanent financing obtained pursuant to issuance of the tax-exempt bonds. The Resolution is also required to complete the Housing Authority's application to CDLAC.

On February 17, 2009, the Housing Authority conducted a hearing at its office located at 2 Coral Circle in Monterey Park regarding the issuance of multifamily bonds to finance the Project, pursuant to Section 147(f) of the Internal Revenue Code. No comments were received at the public hearing concerning the issuance of the bonds or the nature and location of the Project.

The attached Resolution was prepared by Orrick, Herrington and Sutcliffe, Housing Authority Bond Counsel, and approved as to form by County Counsel. This letter relates to another item being considered by the Board of Supervisors.

ENVIRONMENTAL DOCUMENTATION

This action is exempt from the provisions of 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 on or result in any physical changes to the environment. This action 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 effect on the environment.

An Environmental Assessment was prepared for the Project pursuant to NEPA requirements. Based on the conclusions and findings of the Environmental Assessment, a Finding of No Significant Impact was approved by the Community Development Commission on September 27, 2004. Following the required public and agency comment period, HUD issued a Release of Funds for the Project on November 25, 2004.

The Board of Supervisors, as lead agency, approved the Environmental Assessment/Mitigated Negative Declaration (EA/MND) for this Project on November 9, 2004. The Board of Commissioners of the Housing Authority, as responsible agency, approved the EA/MND on February 15, 2005. These previous Board actions satisfy CEQA requirements for this Project.

IMPACT ON CURRENT PROJECT

The proposed action is a necessary step to provide bond financing for the Project, which will retain the supply of affordable multifamily housing in the County with long-term affordability.

Respectfully submitted,

for CORDÉ D. CARRILLO
Acting Executive Director

Attachments: 1

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES DECLARING ITS OFFICIAL INTENT TO UNDERTAKE THE FINANCING OF A MULTIFAMILY HOUSING PROJECT AND RELATED ACTIONS

WHEREAS, the Housing Authority of the County of Los Angeles (the "Authority") is authorized and empowered by the provisions of Chapter 1 of Part 2 of Division 24 of the Health and Safety Code of the State of California (the "Act") to issue and sell mortgage revenue bonds for the purpose of making loans or otherwise providing funds to finance the acquisition, construction, rehabilitation and development of multifamily residential rental housing projects, including units for households meeting the income limits set forth in the Act; and

WHEREAS, Compton Senior Housing, LP, a California limited partnership (or an affiliate or assign) (the "Borrower"), has requested that the Authority issue and sell its mortgage revenue bonds pursuant to the Act to provide financing for the acquisition and construction of a multifamily rental housing development consisting of 84 units to be located at 15810 Frailey Avenue in unincorporated Los Angeles County and in the City of Compton (the "Project"); and

WHEREAS, this Board of Commissioners of the Authority (the "Board") hereby finds and declares that it is necessary, essential and a public purpose for the Authority to finance multifamily housing projects pursuant to the Act, in order to increase the supply of multifamily housing in Los Angeles County available to persons and families within the income limitations established by the Act; and

WHEREAS, as an inducement to the Borrower to carry out the Project, this Board desires to authorize the issuance of mortgage revenue bonds by the Authority to finance the Project (the "Bonds") in a principal amount not to exceed $14,500,000; and

WHEREAS, the Authority, in the course of assisting the Borrower in the financing of the Project expects that the Borrower has paid or may pay certain expenditures (the "Reimbursement Expenditures") in connection with the Project within 60 days prior to the adoption of this Resolution prior to the issuance of indebtedness for the purpose of financing costs associated with the Project on a long-term basis; and

WHEREAS, Section 1.142-4 and Section 1.150-2 of the Treasury Regulations require the Authority to declare its reasonable official intent to reimburse prior expenditures for the Project with proceeds of a subsequent borrowing; and

WHEREAS, Section 146 of the Internal Revenue Code of 1986 limits the amount of multifamily housing mortgage revenue bonds that may be issued in any calendar year by entities within a state and authorizes the governor or the legislature of a state to provide the method of allocation within the state; and

WHEREAS, Chapter 11.8 of Division 1 of Title 2 of the Government Code of the State of California (the "Government Code") governs the allocation of the state ceiling among

governmental units in the State of California having the authority to issue multifamily housing mortgage revenue bonds; and

WHEREAS, Section 8869.85 of the Government Code requires a local agency to file an application with the California Debt Limit Allocation Committee ("CDLAC") prior to the issuance of multifamily housing mortgage revenue bonds; and

WHEREAS, this Board hereby finds and declares that this resolution is being adopted pursuant to the powers granted by the Act.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The above recitals, and each of them, are true and correct.

2. This Board hereby determines that it is necessary and desirable to provide financing for the Project by the issuance and sale of mortgage revenue bonds pursuant to the Act and hereby authorizes the issuance and sale of the Bonds by the Authority in aggregate principal amounts not to exceed $14,500,000. This action is taken expressly for the purpose of inducing the Borrower to undertake the Project, provided that nothing contained herein shall be construed to signify that the Project complies with the planning, zoning, subdivision and building laws and ordinances applicable thereto or to suggest that the Authority or any officer, agent or employee of the Authority will grant any approval, consent or permit which may be required in connection with the acquisition and construction of the Project or the issuance of the Bonds.

3. The issuance and sale of the bonds shall be upon such terms and conditions as may be agreed upon by the Authority and the Borrower and the initial purchasers of the Bonds; provided, however, that the Bonds shall not be sold or issued unless specifically authorized by the subsequent resolution of this Board.

4. This Resolution is being adopted by the Authority for purposes of establishing compliance with the requirements of Section 1.142-4 and Section 1.150-2 of the Treasury Regulations. In that regard, the Authority hereby declares its official intent to use proceeds of indebtedness to reimburse the Reimbursement Expenditures. Notwithstanding the foregoing, this resolution does not bind the Authority to make any expenditure, incur any indebtedness, or proceed with the Project.

5. The proper officers of the Authority are hereby authorized and directed to apply to CDLAC for a private activity bond allocation for application by the Authority to the issuance the Bonds for the Project in an amount not to exceed $14,500,000, to collect from the Borrower an amount equal to the performance deposit required by CDLAC and to certify to CDLAC that such amount has been placed on deposit in an account in a financial institution.

6. The proper officers of the Authority are hereby authorized and directed to take whatever further action relating to the aforesaid financial assistance may be deemed reasonable and desirable, provided that the terms and conditions under which the Bonds are to be issued and sold shall be approved by this Board in the manner provided by law prior to the sale thereof.

7. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Los Angeles, State of California, this 10th day of March, 2009, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: _____
Chairman of the
Board of Commissioners

ATTEST:

Sachi A. Hamai
Executive Officer-Clerk
of the Board of Commissioners

By: _____
Deputy

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.
County Counsel

By: Behnez Jashako
Deputy

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Commissioners

Cordé D. Carrillo
Acting Executive Director

February 25, 2009

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

APPROVE CONSTRUCTION CONTRACT FOR CARMELITOS SENIOR HOUSING DEVELOPMENT EXTERIOR IMPROVEMENTS PROJECT IN LONG BEACH (DISTRICT 4)

SUBJECT

This letter recommends approval of a Construction Contract with Tobo Construction, Inc. to complete various exterior repairs at the Carmelitos Senior Housing Development, located at 761 and 817 Via Carmelitos in the City of Long Beach.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners find that the approval of a Contract for exterior improvements at the Carmelitos senior housing development is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.

2. Recommend that the Board of Commissioners approve and authorize the Acting Executive Director of the Housing Authority to execute a Contract in the amount of $352,552 with Tobo Construction, Inc. to complete exterior improvements at the Carmeltios senior housing development, following approval as to form by County Counsel and to be effective upon issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.

3. Recommend that the Board of Commissioners authorize the Acting Executive Director to use a total of $352,552 in Capital Fund Program

funds allocated by the U.S. Department of Housing and Urban Development and included in the Housing Authority's approved Fiscal Year 2008-2009 budget for the purposes described herein; and authorize the Acting Executive Director to approve Contract change orders not exceeding $70,510 for unforeseen project costs, using the same source of funds.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to award a Contract to complete exterior improvements at the Carmelitos senior housing development.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The Housing Authority will fund the exterior improvements with $352,552 in Capital Funds Program funds allocated by U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2008-2009 budget. A 20% contingency, in the amount of $70,510, is also being set aside for unforeseen costs, using the same source of funds.

A 20% contingency is needed due to the nature of decking underlayment repair work and other construction items. There is often damage that extends further than initially identified in the scope of work.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The scope of work for the exterior improvements at the 155-unit Carmelitos senior housing development includes the exterior stair repairs, breezeway lighting fixture replacement, breezeway painting, removal of rubber tiles on the ground floors of the breezeways, ground floor breezeway concrete staining, deck repairs, new deck coating, replacement of damaged concrete at walkway, new flooring and countertops at the community center kitchen and new countertops at the community center.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Tobo Construction, Inc. will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contract has been approved as to form by County Counsel and executed by Tobo Construction, Inc.

CONTRACTING PROCESS

On December 5, 2008, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were mailed to all 641 Class B licensed contractors identified from the Housing Authority's vendor list. Advertisements also appeared in eight local newspapers and on the County WebVen website. Eighteen bid packages were requested and distributed.

On January 7, 2009, nine bids were received and formally opened. The lowest bidder, Consolidated Professionals, Inc., withdrew their bid because it was intended for a different Community Development Commission project. The next lowest bidder, Tobo Construction, Inc., was determined to be the most responsive and responsible and is being recommended for the Contract award. The Summary of Outreach Activities is provided as Attachment A.

ENVIRONMENTAL DOCUMENTATION

Pursuant to Title 24 of the Code of Federal Regulations, Section 58.35 (a)(3)(ii), this action is excluded from the National Environmental Policy Act (NEPA) because it involves activities that will not alter existing environmental conditions. The action is exempt from the provisions of CEQA pursuant to State CEQA Guidelines Section 15301 because it involves negligible or no expansion of an existing use and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT PROJECT

The award of the Contract will improve the exterior appearance of the Carmelitos senior housing development and continue to provide the residents with decent, safe, and sanitary living conditions.

Respectfully submitted,

for CORDÉ D. CARRILLO
Acting Executive Director

Attachments: 2

ATTACHMENT A

Summary of Outreach Activities

Carmelitos Seniors Exterior Improvements Project

On December 5, 2008, the following outreach was initiated to identify a contractor for the exterior improvements at the Carmelitos senior housing development located at 761 and 817 Via Carmelitos in the City of Long Beach.

A. Newspaper Advertising

Announcements appeared in the following eight local newspapers:

Dodge Construction News	Los Angeles Sentinel
Eastern Group Publications	Los Angeles Times
International Daily News	The Daily News
La Opinion	Wave Community Newspapers

An announcement was also posted on the County Web Site.

B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 641 Class B licensed contractors, of which 411 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, eighteen bid packages were requested and distributed.

C. Pre-Bid Conference and Site Walk

On December 17, 2008 a mandatory pre-bid conference and site walk was conducted. Twenty-three firms were in attendance.

D. Bid Results

On January 7, 2008, a total of nine bids were received and publicly opened. The bid result was as follows:

Company	Bid Amount
Consolidated Professionals, Inc.	$ 62, 403
Tobo Construction, Inc.	$352,552
Vargas Structures, Inc.	$386,061
Tiffany Group, Inc.	$428,632
Y & M Construction, Inc.	$457,222

Spec Construction Co, Inc.	$463,863
Cal-City Construction, Inc.	$467,561
C.A.S. General Contractor	$558,675
Somerset General Builders & Restoration Contractors	$640,001

E. Minority/Female Participation – Selected Contractor

Name	Ownership	Employees
Tobo Construction, Inc.	Minority	Total: 14
		14 Minorities
		3 Women
		100% Minorities
		21% Women

F. Minority/Female Participation – Contractors Not Selected

Name	Ownership	Employees
Vargas Structures, Inc.	Minority	Total: 12
		12 Minorities
		1 Women
		100% Minorities
		8% Women
Tiffany Group, Inc.	Small Business	Total: 4
		1 Minorities
		1 Women
		25% Minorities
		25% Women
Y & M Construction, Inc.	Small Business	Total: 26
		18 Minorities
		3 Women
		69% Minorities
		11.5% Women
Spec Construction Co, Inc	Small Business	Total: 16
		8 Minorities
		2 Women
		50% Minorities
		12.5% Women
Cal-City Construction, Inc.	Minority	Total: 20
		20 Minorities

		2	Women
		100%	Minorities
		10%	Women
C.A.S. General Contractor	Minority	Total:	4
		4	Minorities
		0	Women
		100%	Minorities
		0%	Women
Somerset General Builders & Restoration Contractors	Small Business	Total:	9
		0	Minorities
		1	Women
		0%	Minorities
		25%	Women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

ATTACHMENT B

Contract Summary

Project Name:	Carmelitos Seniors Exterior Improvements Project
Location:	761 and 817 Via Carmelitos, Long Beach, CA 90805
Bid Number:	CDC08-679
Bid Date:	January 7, 2009
Contractor:	Tobo Construction, Inc.
Services:	Exterior stair repairs, breezeway lighting fixture replacement, breezeway painting, removal of rubber tiles on the ground floors of the breezeways, ground floor breezeway concrete staining, deck repairs, new deck coating, replacement of damaged concrete at walkway, new flooring and countertops at the family community center kitchen, and new countertops at the family community center

Contract Documents: Part A – Instructions to Bidders and General Conditions; Part B – Specifications; Part C – Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; Drawings by Integrated Design Services; all Addenda to the Contract Documents.

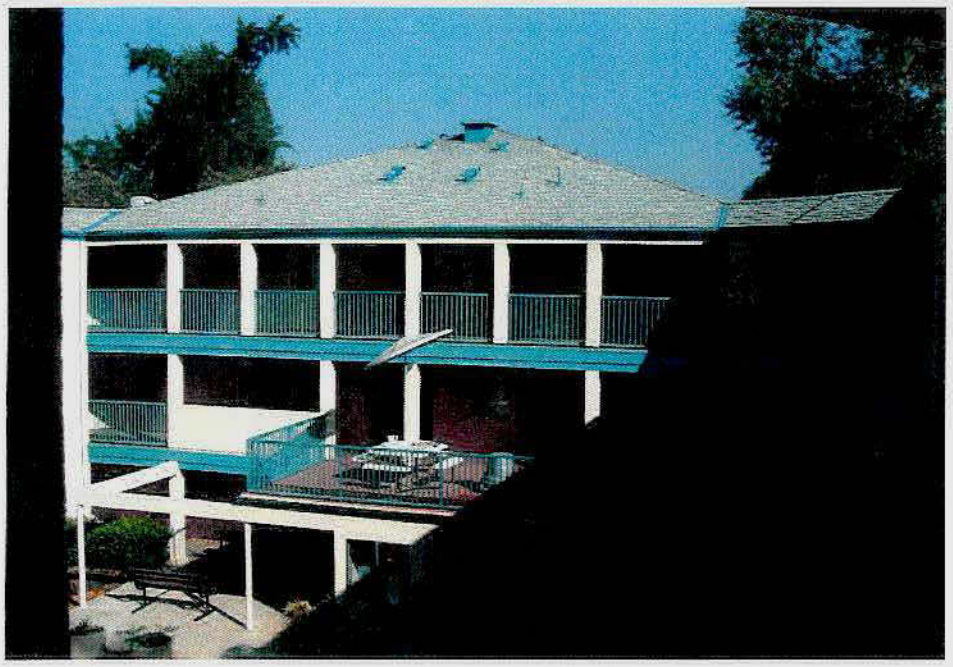
Time of Commencement and Completion: The work to be performed under this Contract shall be commenced within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within ninety (90) calendar days following the required commencement date.

Liquidated Damages: In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Four Hundred Dollars and Zero Cents ($400.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

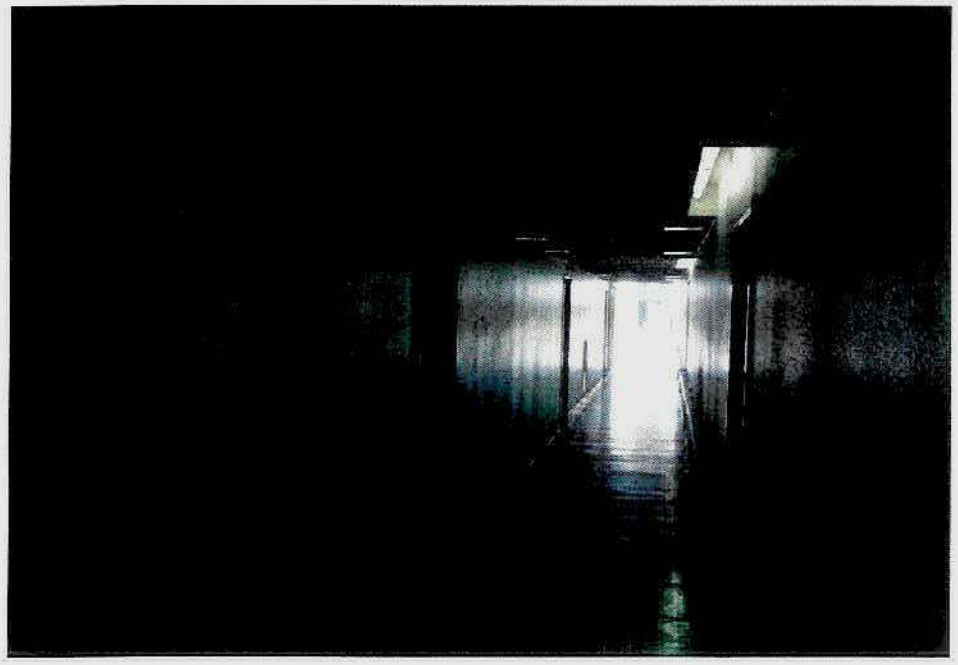
Contract Sum: The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **Three Hundred Fifty-Two Thousand Five Hundred Fifty-Two Dollars and Zero Cents ($352,552)**. The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

Contract Contingency: $70,510

Carmelitos Seniors Exterior Improvements



Interior Courtyard - replacing deck, painting trim and handrails

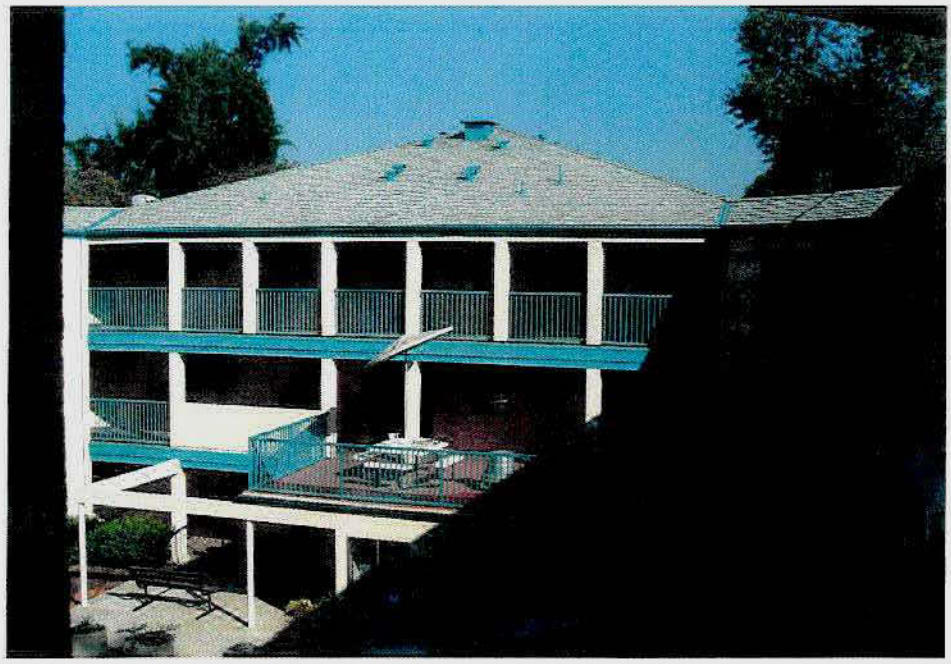


Internal breezeways - replacing & improving lighting. Painting walls and ceiling.

Carmelitos Seniors Exterior Improvements

Ground floor internal breezeways - removing tiles which are delaminating due to ground moisture. Concrete will be cleaned and refinished.

Carmelitos Seniors Exterior Improvements



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Carmelitos Seniors Exterior Improvements

Ground floor internal breezeways - removing tiles which are delaminating due to ground moisture. Concrete will be cleaned and refinished.

Housing Authority - County of Los Angeles

February 25, 2009

TO: Housing Commissioners

FROM: Bobbette A. Glover, Assistant Executive Director

SUBJECT: HOUSING COMMISSION TRAVEL POLICY

Background

Housing Commissioners are sometimes called upon to travel to conferences and meetings to represent the Housing Authority in an official capacity. Commission members may be reimbursed for, or obtain travel advances for, their actual and necessary travel expenses including meals, lodging, transportation and other expenses.

The Travel Policy requires that the Commissioner submit a signed Travel Expense Report and all receipts within five days after receiving the Expense Report from the Housing Authority staff. In most cases, Housing Authority staff will prepare the Travel Expense Report on behalf of the traveling Commissioner once receipts are submitted. On many occasions, Commissioners who received advances have not submitted receipts to document their expenses. This lack of documentation is an operational weakness and can result in a future audit finding for our agency.

The Housing Commission's Travel Policy was adopted on March 23, 2005. The existing language regarding reconciling travel expenses reads as follows:

Travel Expense Reconciliation

Immediately following the conclusion of a trip, the Executive Office will prepare and transmit to the Housing Commissioner a Travel Expense Report for signature. This signature certifies that all claimed expenses were incurred in connection with Housing Commission business. Only legitimate travel-related expenses can be claimed (e.g. meals, taxi fare to a meeting location, etc.). Reimbursements are not provided for expenses unrelated to the purpose of the trip (e.g. tee-shirts, souvenirs, and other non-essential items).

The signed Travel Expense Report and all receipts must be submitted to the Executive Office within five (5) days after the form is received to enable prompt travel expense reconciliation.

This language has not been effective in ensuring the timely submission of travel receipts. Therefore, it is necessary to revise both the Travel Policy and the procedures to address the recurring situation described above.

Recommendation
IT IS RECOMMENDED THAT THE HOUSING COMMISSION:

1. Revise the Travel Policy to read as follows:

   Within five (5) days of returning from the authorized business trip, the Housing Commissioner shall submit original travel receipts to the Housing Authority's designated staff, who shall promptly prepare the Travel Expense Report. Staff shall determine if the Housing Authority is to reimburse the traveler, or if the Housing Authority is due a refund for advances that exceed expenses. The completed Travel Expense Report will be transmitted to the Housing Commissioner for signature. If money is due the Housing Authority, the traveler shall submit a check, payable to the "Housing Authority of the County of Los Angeles", within 5 days of receiving the completed Travel Expense Report.

   If original receipts are not submitted or a refund check is not received within the specified timeframe, the Housing Authority will issue an IRS Form 1099-MISC (Miscellaneous Income) in the amount of the advance at the end of the calendar year.

   The Housing Commissioner's signature on the Travel Expense Report certifies that all claimed expenses were incurred in connection with Housing Commission business. Only legitimate travel-related expenses can be claimed (e.g. meals, taxi fare to a meeting location or to or from the airport, etc.). Reimbursements are not provided for expenses unrelated to the purpose of the trip (e.g. Tee-shirts, souvenirs, dry cleaning and other non-essential items).

2) Direct Housing Authority staff to make the changes effective the date of Commission approval and to implement the new procedures immediately.