



**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](http://www.lacdc.org)



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

**Cordé D. Carrillo**  
*Acting Executive Director*

**PUBLIC NOTICE**

**PLEASE BE ADVISED THAT THE  
HOUSING COMMISSION MEETING  
FOR**

**WEDNESDAY, MARCH 25, 2009**

**HAS BEEN CANCELLED**

Reminder that readers should check the web site within 72 hours prior to each meeting,  
to confirm meeting location.

**Access to the Agenda and supporting documents are available at the above web site.**

Agenda 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 Housing Commission 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 e-mail at [marisol.ramirez@lacdc.org](mailto:marisol.ramirez@lacdc.org) from 8:00 a.m. to 5:00 p.m. Monday through Friday.





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**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, MARCH 25, 2009  
12:00 NOON  
HOUSING AUTHORITY  
12131 TELEGRAPH ROAD  
SANTA FE SPRINGS, CA 90670  
(562) 347-4663 EXT. 8196**

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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 February 25, 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**

No Staff Presentations





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## Regular Agenda

7. **Approve Amendments to Countywide Asbestos and Lead Consulting Services Agreements (All Districts)**

Recommend that the Board of Commissioners find that approval of amendments to the Agreements is not subject to the provisions of CEQA; approve and authorize the Acting Executive Director to execute amendments to the Housing Authority's eight Asbestos and Lead Consulting Services Agreements, to extend the Agreements for two years at an aggregate amount of \$80,000 per year. (APPROVE)

8. **Approve Construction Contract for Sundance Vista Landscape and Irrigation Project in Unincorporated Whittier (District 1)**

Recommend that the Board of Commissioners find that the approval of a Contract for landscape and irrigation improvements at the Sundance Vista housing development is exempt from the provisions of the CEQA; approve and authorize the Acting Executive Director to execute a Contract in the amount of \$111,286 with Belaire-West Landscape, Inc. to complete landscape and irrigation improvements at the Sundance Vista housing development. (APPROVE)

9. **Approve Construction Contract for Woodcrest I and II Roofing and Exterior Improvements Project in Unincorporated West Athens/Westmont (District 2)**

Recommend that the Board of Commissioners find that the approval of a Contract for roofing replacement and exterior improvements at the Woodcrest I and II housing developments is exempt from the provisions CEQA; approve and authorize the Acting Executive Director to execute a Contract in the amount of \$248,770 with Spec Construction Co., Inc. to complete roofing replacement and exterior improvements at the Woodcrest I and II housing developments. (APPROVE)

10. **Approve the Repayment Agreement for the U.S. Department of Housing and Urban Development Office of Inspector General Audit for the Housing Choice Voucher Program (All Districts)**

Recommend that the Board of Commissioners find that the approval of the Repayment Agreement for the Housing Choice Voucher Program, as described herein, is not subject to the provisions of CEQA; approve the attached Repayment Agreement to reimburse HUD for \$1,000,000 in Housing Choice Voucher Program administrative fees. (APPROVE)

11. **Approve Video Surveillance Systems Installation and Maintenance Contract for Five Housing Developments in Unincorporated West Athens, Unincorporated Quartz Hill, and the City of Santa Monica (Districts 2, 3, 5)**

Recommend that the Board of Commissioners find that the installation of video surveillance equipment is exempt from CEQA; approve and authorize the Acting Executive Director to execute a Contract in the amount of

\$187,498 with Entrance Controls to provide for the provision, installation, monitoring and maintenance of video surveillance equipment at the following five housing developments: Normandie Apartments in unincorporated West Athens, Quartz Hill I and II in unincorporated Quartz Hill, and 9<sup>th</sup> and 20<sup>th</sup> Street Apartments in the City of Santa Monica; authorize the Acting Executive Director to use a total of \$187,067. (APPROVE)

**12. Approve the Award of a Recertification Services Contract for the Housing Choice Voucher Program (All Districts)**

Recommend that the Board of Commissioners find that the approval of an award of a recertification services contract for the Housing Choice Voucher Program is not subject to the provisions of CEQA; approve and authorize the Acting Executive Director to execute a one-year recertification services contract with McKay Management Services, for recertification services for the Housing Choice Voucher (Section 8) Program; and authorize the Acting Executive Director to use for this purpose a total of \$751,840 in Section 8 Administrative Reserves. (APPROVE)

**13. Declare that the Ujima Village Housing Development is Blighted and Approve Relocation Plan and Initiation of Eviction Proceedings (District 2)**

Recommend that the Board of Commissioners find that approval of the following actions are not subject to the provisions of CEQA; approve the attached Ujima Village Relocation Plan and authorize the Acting Executive Director to approve all relocation plans for future Housing Authority residential displacements; authorize the Acting Executive Director to initiate eviction proceedings against tenants remaining on the property in violation of the 90-day notices to vacate the property; declare that the Ujima Village Housing Development, a 300-unit affordable housing complex in the unincorporated Willowbrook area, is blighted based on soil and building conditions; instruct the Acting Executive Director to initiate the environmental review process for disposition of the site. (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.

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THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, February 25, 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**

	<u>Present</u>	<u>Absent</u>
Severyn Aszkenazy, Chair	X	
Lynn Caffrey Gabriel, Vice Chair	X	
Adriana Martinez	X	
Henry Porter, Jr.	X	
Philip Dauk		X
Alberta Parrish		X

**PARTIAL LIST OF STAFF PRESENT:**

Margarita Herrera, Director, Assisted Housing  
Lois Starr, Director, Housing Development and Preservation  
Maria Badrakhan, Acting Assistant Executive Director, Housing Programs  
Esther Keosababian, Acting Director, Housing Management  
Emilio Salas, Director, Administrative Services

**GUESTS PRESENT:**

Mr. Conor Weir, Project Manager of LINC Housing

**Reading and Approval of the Minutes of the Previous Meeting**

On Motion by Commissioner Martinez, seconded by Commissioner Gabriel, the Minutes of the Regular Meeting of January 28, 2009, were approved.

**Agenda Item No. 4 - Report of the Executive Director**

Margarita Lares introduced Dorian Jenkins, new Housing Authority Manager, who will be responsible for the contract maintenance unit.

Esther Keosababian introduced Marisela Crabbe as Acting Manager in the Housing Management Division.

Ms. Glover announced that Board of Supervisors approved an ordinance expanding membership of the Los Angeles County Housing Commission. It added two tenant members and one homeless or formerly homeless member. The Commission will now have 12 seats.

Ms. Glover reported that a conference call took place with HUD last week regarding the relocation of Ujima Village residents, and that HUD terminated its relocation assistance on January 23, 2009. The Uniform Relocation Act applies to the remaining 17 households. With Board approval, 90-day notices will be sent by the end of March.

Ms. Glover stated that starting next month, Maria Badrakhan will represent the Acting Executive Director at the Housing Commission meetings.

**Agenda Item No. 5 – Public Comments**

No Public Comments were received.

**Agenda Item No. 6 - Staff Presentations**

The following staff presented reports and responded to questions from the Commissioners: Geoffrey Siebens, Construction Management; Elisa Vasquez, Intergovernmental Relations/Public Information; and Marisela Crabbe and Kerrin Cardwell, Housing Management and Assisted Housing.

**Regular Agenda**

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

APPROVE AN ELEVATOR CONSULTING SERVICES AGREEMENT FOR THE ELEVATOR MODERNIZATION OF FIFTEEN ELEVATORS AT FIVE HOUSING AUTHORITY SENIOR HOUSING DEVELOPMENTS

(1, 4, 5)

**AGENDA ITEM NO. 7**

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.

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

APPROVE A CONSULTING ARCHITECTURAL AND CIVIL ENGINEERING  
SERVICES AGREEMENT FOR PARKING LOTS AND SIDEWALK  
MODERNIZATION AT FOUR HOUSING AUTHORITY HOUSING  
DEVELOPMENTS (1, 4, 5)  
AGENDA ITEM NO. 8

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.

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

APPROVE THE ANNUAL PLAN FOR THE HOUSING AUTHORITY OF  
THE COUNTY OF LOS ANGELES (ALL DISTRICTS)  
AGENDA ITEM NO. 9

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.

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

APPROVE CONTRACT FOR MASTER PEST CONTROL SERVICES FOR  
ALL HOUSING DEVELOPMENTS LOCATED WITHIN LOS ANGELES COUNTY  
(ALL DISTRICTS)  
AGENDA ITEM NO. 10

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.

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

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)  
AGENDA ITEM NO. 11

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.

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

APPROVE CONSTRUCTION CONTRACT FOR CARMELITOS SENIOR HOUSING DEVELOPMENT EXTERIOR IMPROVEMENTS PROJECT IN LONG BEACH (DISTRICT 4)  
AGENDA ITEM NO. 12

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 Carmelitos 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.

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

HOUSING COMMISSION TRAVEL POLICY  
AGENDA ITEM NO. 13

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.

**Agenda Item No. 14 – Housing Commissioner Comments and Recommendations for Future Agenda Items**

Commissioner Porter asked several questions about the Family Self-Sufficiency Program, and Assisted Housing staff responded.

Commissioner Gabriel suggested establishing a public relations campaign in the Lancaster area to address reports that the County is "dumping" Section 8 tenants in the area. Commissioner Aszkenazy added that perhaps our message should be that we are being part of the solution by stabilizing the communities that are experiencing high foreclosure rates.

On Motion by Commissioner Porter the Regular Meeting of February 25, 2009, was adjourned at 2:25 p.m.

Respectfully submitted,

  
for CORDE D. CARRILLO  
Acting Executive Director  
Secretary –Treasurer

**FOR YOUR  
INFORMATION**

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

FOR YOUR INFORMATION ONLY

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	CA16P00201	SS1102	1939	1939
1	Carmelitos (senior)	761 Via Carmelitos, Long Beach 90805	155	CA16P002026	SS1102	1939	1939
	<b>Total Unit Count: Carmelitos</b>		<b>713</b>				
2	Harbor Hills (family/senior)	26607 S. Western Ave., Lomita 90717	301	CA16P002002	SS1203	1941	1941
	<b>Total Unit Count: Harbor Hills</b>		<b>301</b>				
3	Nueva Maravilla (family/senior)	4919 E. Cesar E. Chavez Ave., Los Angeles 90022	504	CA16P002004	SS1301	1943	1942
	<b>Total Unit Count: N. Maravilla</b>		<b>504</b>				
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
	<b>Total Unit Count: West County 1</b>		<b>263</b>		<b>Admin Project XX0930</b>		
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
	<b>Total Unit Count: West County 2</b>		<b>224</b>		<b>Admin Project XX0935</b>		
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
	<b>Total Unit Count: North County</b>		<b>285</b>		<b>Admin Project XX0920</b>		
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. Mednick 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
	<b>Total Unit Count: East County</b>		<b>263</b>		<b>Admin Project XX0940</b>		
8	El Segundo I (family)	1928/3749 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	11117 & 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
	<b>Total Unit Count: South County</b>		<b>409</b>		<b>Admin Project XX0950</b>		

<b>Total Housing Authority-Owned - Conventional</b>			<b>2,962</b>				
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<b>City of Lomita Conventional</b>	Lomita Manor (senior)	24925 Walnut St., Lomita 90717	78		SS1204	1985	1985
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<b>Non-Conventional Housing</b>							
	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 RHP (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
	<b>Total Number of Units- Non Conventional</b>		<b>596</b>				

<b>Total Number of Units- HM</b>			<b>3,636</b>				
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**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**

**Housing Authority - County of Los Angeles**

FOR YOUR INFORMATION ONLY

March 25, 2009

TO: Housing Commissioners  
FROM: Margarita Lares, Director  
Assisted Housing Division  
RE: **THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM**

**FSS Program Update for March**

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 February**

- The Family Self-Sufficiency staff continued its ongoing recruitment efforts, with a total of 11 new applicants, all of whom were eligible for the Family Self Sufficiency Program.
- Staff enrolled 6 new participants.
- FSS staff received 10 additional requests to graduate from the Family Self-Sufficiency program.
- Staff has scheduled two graduations for March.
- Staff attended the monthly partnership meeting and continued to coordinate partnership activities with the Southeast Area Social Services Funding Authority (SASSFA).
- Resource information on the WorkSource Network and Adult Education was disseminated during recruitment and case management activities.
- FSS Staff referred 4 participants to job leads, utilizing the FSS employment network job board.

- FSS Staff referred 7 FSS participants to WorkSource Centers for job search and resume writing as well as resume review assistance during the month of February.
- Resource information for the Volunteer Income Tax Assistance (VITA) program, employment opportunities, budgeting, and money saving plans were disseminated to 12 FSS participants.
- Staff sent 3 Money Smart credit repair packets to participants, at their request.
- Staff assisted 3 participants with emergency transportation assistance in the form of bus tokens to insure continued employment and education.
- FSS staff referred 3 FSS participants to the CDC Home Ownership Program (HOP) per the tenant's request.

### **Graduates**

The FSS Program staff conducted no graduations in February. 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**

March 17, 2009

FOR YOUR INFORMATION ONLY

To: Each Supervisor *Marie Badrik*  
From: *for* Cordé D. Carrillo, Acting Executive Director

**SUBJECT: MONTHLY PROGRESS REPORT ON THE SECTION 8 PROGRAM  
PERIOD OF FEBRUARY 14, 2009 – MARCH 17, 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). SEMAP uses fourteen (14) indicators to measure the performance of the public housing agencies (PHAs) that administer the housing choice voucher program. HUD also requested that HACoLA inform the Board monthly on the FSS Program in reference to the Corrective Action Plan (CAP) for FY 06-07.

Furthermore, your Board also directed HACoLA to report on progress made in obtaining HUD VASH (Veterans Affairs Supportive Housing Program) vouchers on June 17, 2008.

**HACoLA is reporting data on its most troubled SEMAP indicators in Fiscal Year 2005 - 06, as of February 28, 2009:**

Indicator 9 - There are 1,469 delinquent annual reexaminations out of 18,782 reexaminations.

Indicator 12 - The delinquency rate reflects 725 annual inspections out of a total of 18,655 inspections.

Indicator 13 - The 97% lease-up rate reflects 20,256 leased out of 20,876 vouchers.

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 a functional system to a case management approach to establish greater accountability, efficiency, and effectiveness over the long term.

The Division needs to complete 8,187 reexaminations during this Fiscal Year 2008-09 by June 30, 2009. Staff completed 1,797 during February; however, additional support is necessary to start processing 5,386 annual reexaminations effective in July, August, and September 2009. HACoLA is in the process of procuring a housing consultant on a limited basis to complete approximately 7000 reexaminations by July 2009. We will be requesting Board approval on March 31, 2009 to award a contract to McKay

Each Supervisor  
March 17, 2009  
Page Two

Management Services, LLC, effective on April 6, 2009, in the amount of \$751,840 to be funded by Section 8 Administrative Reserves. The Division is tracking weekly progress to prevent future delinquencies.

Indicator 14 – Family Self Sufficiency (FSS) helps participating voucher families obtain employment that will lead to economic independence and self-sufficiency. Our mandatory HUD assigned slots (updated once annually) is for 782 families. As of February 28, 2009, the 55% enrollment rate reflects enrollment of 432 families, with 28% of the families (123) 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 program participants who have direct income to increase our FSS enrollment.

HACoLA's internal assigned slots are for 757 families; the difference is due to 25 families who have graduated from the program. Our internal reporting rate reflects a 61.8% enrollment rate (468 families), with 140 families (29.9%) having escrow balances. The discrepancy in enrollment rates and escrow balances 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 HUD's Public and Indian Housing Information Center (PIC) tracking system.

### **HUD OIG Audits**

#### **HUD OIG Audit on Tenant Eligibility and Annual Reexaminations – FYE 2005- 2006**

In January 2008, recommendation 1M of the OIG 2008-LA-1007 Audit report stipulates that HACoLA repay \$3,662,972 from administrative fees for fiscal years 2005 and 2006 for not adequately administering the Program, due to delinquent annual reexaminations. In a letter dated October 23, 2008, 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 wanted, to negotiate a repayment agreement.

In a November 19, 2008 letter, HACoLA requested reconsideration of the \$1 million repayment due to the negative fiscal impact on program operations and the cooperation that HACoLA had demonstrated in resolving audit deficiencies. On December 8, 2008, HUD's response indicated that the reduction to the \$1 million considered the fiscal impact on HACoLA in light of the seriousness of the violations.

Each Supervisor  
March 17, 2009  
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On January 22, 2009, we met with HUD Los Angeles Area Officials to discuss this matter further. HUD officials reemphasized HACoLA's obligation to repay the \$1 million. On February 9, 2009, we sent a letter to HUD requesting to repay the \$1 million over a ten (10) year period. HUD approved the repayment agreement, but indicated that the maximum allowable term for repayment was three years. The first payment of \$83,333 would be due April 30, 2009, with subsequent payments of the same amount due every quarter thereafter, with a final payment due January 31, 2012.

On February 26, 2009, HACoLA pursued this matter further, requesting an extension of the repayment agreement from three to five years. HUD denied the request, as communicated to HACoLA in a letter dated March 10, 2009, stating that HACoLA had sufficient funds to repay without impacting the Program. As such, we will be requesting your approval of the three-year repayment agreement and an enabling resolution at your April 7, 2009 Board meeting, with the first payment due effective April 30, 2009 through January 31, 2012. Execution of the repayment agreement and resolution will bring the Section 8 Program one-step closer to removal from "Troubled" status.

#### **HUD On-Site Review of Quarterly Reexaminations for Fiscal Years 2005 and 2006**

During the week of February 16, 2009, HUD staff was on site conducting a review of re-examinations completed for Fiscal Years 2005 and 2006, with the goal of closing recommendation 1D that required HACoLA to complete 4,700 delinquent re-exams. HUD indicated during the exit interview that the reexaminations had been satisfactorily completed, however their official response is still pending.

#### **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 the Section 8 Program be reimbursed approximately \$3 million from non-restricted funds for funds allegedly not reasonably and equitably allocated in Fiscal Years 2005 and 2006. On March 16, 2009, HUD OIG informed HACoLA that a draft audit report would be forthcoming within two weeks and an exit conference would be scheduled. Staff is reviewing options and the current allocation methodology with KPMG to prepare a response. It should be noted that if \$3 million is ultimately determined to be reimbursable to the Section 8 Program, the source of the repayment will be CDC general funds.

Each Supervisor

March 17, 2009

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**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 that one member of the Housing Commission Advisory Board's complete the Housing Choice Voucher Program training. The Housing Commissioner was expected to complete the training on-line by February 28, 2009; however, he has indicated that he will complete the training in a week.

**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 third monthly progress report of the CAP was sent on March 13, 2009 indicating that 18 strategies have been addressed. We expect to close all items in the CAP by June 2009.

**Confirmatory Review Results for FYE 2008 -**

On February 10, 2009, I informed your Board 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 was expected to provide our score in writing within 30 days of January 29, 2009; it is still pending. This was a major milestone in transitioning the Section 8 Program out of troubled status. Upon execution of the \$1 million 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 list.

**HACoLA Call Center –**

We averaged 2,206 calls per week, and 8,825 total calls for the period of February 13 through March 13, 2009. The average wait time was 2 minutes, 4 seconds.

**Los Angeles Housing Resource Center (socialserve.com) on our Website**

For a 28-day period between February 11 and March 11, 2009, the Los Angeles Housing Resource Center averaged 8168 total listings; there were 5,144 landlords that have provided their property listings, and 129,430 housing searches conducted.

Each Supervisor  
March 17, 2009  
Page Five

**HUD-VASH Vouchers –**

We continue to work with the Housing Authorities of the City of Long Beach and City of Los Angeles (HACLA), who received 70 and 840 vouchers, respectively. As of March 5, 2009, the Los Angeles County Department of Military and Veterans Affairs (DMVA) referred 10 clients to the Veterans Administration (VA) for VASH assistance. Of the 10, only 2 were eligible for the program.

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

CC:MB:ML:dt

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



**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*

March 25, 2009

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

Dear Commissioners:

**APPROVE AMENDMENTS TO COUNTYWIDE ASBESTOS AND LEAD  
CONSULTING SERVICES AGREEMENTS (ALL DISTRICTS)**

**SUBJECT**

On February 6, 2008, the Board of Commissioners approved one-year Asbestos and Lead Consulting Services Agreements with eight firms, in the aggregate amount of \$80,000. The Board also approved the option to extend the Agreements contingent upon the availability of funds. This letter recommends approval of amendments to extend the Agreements by two years and to allocate an aggregate amount of \$80,000 per year.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that approval of amendments to the Agreements is not subject to the provisions of the California Environmental Quality Act because the action 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 amendments to the Housing Authority's eight Asbestos and Lead Consulting Services Agreements, following approval as to form by County Counsel, to extend the Agreements for two years at an aggregate amount of \$80,000 per year.



3. Recommend that the Board of Commissioners authorize the Acting Executive Director to incorporate \$80,000 into the Housing Authority's Fiscal Year 2008-2009 budget for the second year of the Agreements.
4. Recommend that the Board of Commissioners authorize the Acting Executive Director to increase the aggregate compensation amount for each year by up to \$8,000 for any unforeseen costs.

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

These actions will provide for asbestos and lead consulting services for the development and rehabilitation of affordable housing, commercial and other facilities benefiting the County.

### **FISCAL IMPACT TO THE COUNTY/ FINANCING**

There is no impact on the County general fund.

The Agreements will use a maximum aggregate amount of \$80,000 per year. Funds for the second year will be incorporated into the Housing Authority's Fiscal Year 2008-2009 budget, while funds for the third year will be included through the Housing Authority's annual budget process. A 10% contingency, in the maximum aggregate amount of \$8,000 per year, is being set aside for unforeseen costs.

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

On February 6, 2008, the Board of Commissioners approved one-year Asbestos and Lead Consulting Services Agreements with eight firms, in the aggregate amount of \$80,000. The Board also approved the option to extend the Agreements for two additional years, in one-year increments, contingent upon the availability of funds. However, the Board did not allocate funds for the extensions at that time. This letter recommends that the Agreements be extended by two years and funded at the same aggregate amount of \$80,000 per year.

The firms perform the following services for the Housing Authority: asbestos surveys; project design and monitoring (including review of construction contract documents, plans and specifications); limited (component-specific) sampling; abatement feasibility studies; pre-abatement (baseline) testing; cost estimates; on-site abatement monitoring during construction; clearance testing; and waste handling and disposal. The eight firms are assigned projects on an as-needed basis and receive compensation based on services performed.

**ENVIRONMENTAL DOCUMENTATION**

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact or result in any physical changes to the environment. This action is not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 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.

**IMPACT ON CURRENT PROGRAMS**

The proposed amendments will facilitate the continued provision of Countywide asbestos and/or lead consulting services for the development and/or rehabilitation of affordable housing, commercial and other facilities throughout the County of Los Angeles.

Respectfully submitted,



 CORDÉ D. CARRILLO  
Acting Executive Director



**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*

March 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 SUNDANCE VISTA LANDSCAPE  
AND IRRIGATION PROJECT IN UNINCORPORATED WHITTIER (DISTRICT 1)**

**SUBJECT**

This letter recommends approval of a Construction Contract with Belaire-West Landscape, Inc. to complete landscape and irrigation improvements at the Sundance Vista Housing Development, located at 10805 Laurel Avenue in unincorporated Whittier.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that the approval of a Contract for landscape and irrigation improvements at the Sundance Vista housing development is exempt from the provisions of the California Environmental Quality Act 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 \$111,286 with Belaire-West Landscape, Inc. to complete landscape and irrigation improvements at the Sundance Vista 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 \$111,286 in Capital Fund Program funds allocated by the U.S. Department of Housing and Urban Development and included in the Housing Authority's Fiscal Year 2008-2009 budget; and authorize the Acting Executive Director to approve Contract change orders not exceeding \$22,257 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 landscape and irrigation improvements at the Sundance Vista housing development.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The Housing Authority will fund the landscape and irrigation improvements with \$111,286 in Capital Funds Program funds allocated by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's Fiscal Year 2008-2009 budget. A 20% contingency, in the amount of \$22,257, is also being set aside for unforeseen costs, using the same source of funds.

A 20% contingency is recommended due to the nature of excavating to prepare for soil amendments, lateral lines, replacement of irrigation valve boxes and sprinkler heads. There is often unforeseen damage that extends further than initially identified in the scope of work.

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

The scope of work for the landscape and irrigation project at the Sundance Vista housing development includes the following: site preparation to remove and protect existing trees; removal of existing fencing; replacement of valve boxes at designated areas; earthwork to remove soil and regrading of a new concrete walk; site improvements to install new concrete curbs, walkway, paving, and wrought iron fence; landscaping to amend existing soil, install auger holes, trees, shrubs, ground cover, sod lawn, and associated work.

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, Belaire-West Landscape, 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 Belaire-West Landscape, Inc.

### **CONTRACTING PROCESS**

On December 22, 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. Fourteen bid packages were requested and distributed.

On February 6, 2009, six bids were received and formally opened. The lowest bidder, Belaire-West Landscape, 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 the California Environmental Quality Act (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 Sundance Vista 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 Sundance Vista Landscape and Irrigation Project

On December 22, 2008, the following outreach was initiated to identify a contractor for the landscape and irrigation project at the Sundance Vista housing development located at 10850 Laurel Avenue in the City of Whittier.

#### 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, fourteen bid packages were requested and distributed.

#### C. Pre-Bid Conference and Site Walk

On January 8, 2009 a mandatory pre-bid conference and site walk was conducted. Seventeen firms were in attendance.

#### D. Bid Results

On February 6, 2009, a total of six bids were received and publicly opened. The bid result was as follows:

<u>Company</u>	<u>Bid Amount</u>
Belaire-West Landscape, Inc.	\$111,286
Omega Contractors	\$171,950.44
Cornerstone General Inc.	\$180,340.89
C.A.S. General Contractor	\$184,470
C.S. Legacy Construction Inc.	\$191,029
BREJ Corp.	\$199,978.27

E. Minority/Female Participation – Selected Contractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Belaire-West Landscape, Inc.	Minority	Total: 49 44 Minorities 4 Women 90% Minorities 8% Women

F. Minority/Female Participation – Contractors Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Omega Contractors	Minority	Total: 2 2 Minorities 1 Women 100% Minorities 50% Women
Cornerstone General Inc.	Small Business	Total: 4 1 Minorities 2 Women 25% Minorities 50% Women
C.A.S. General Contractor	Minority	Total: 4 4 Minorities 0 Women 100% Minorities 0% Women
C.S. Legacy Construction Inc.	Non-Minority	Total: 70 69 Minorities 2 Women 99% Minorities 3% Women
BREJ Corporation	Minority	Total: 5 5 Minorities 1 Women 100% Minorities 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 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:** Sundance Vista Landscape and Irrigation Project  
**Location:** 10850 Laurel Avenue, Whittier, CA 90605  
**Bid Number:** CDC08-683  
**Bid Date:** February 6, 2009  
**Contractor:** Belaire-West Landscape, Inc.  
**Services:** Site preparation to remove and protect existing trees, remove existing fencing, remove or cap off irrigation and replace valve boxes at designated area; earthwork to remove soil and regrade for new concrete walk; site improvements to install new concrete curbs, walkways, paving, and wrought iron fencing; landscaping to infill planters, amend existing soil, install auger holes, trees, shrubs, ground cover, sod lawn, and associated works.

**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 Lawrence R. Moss & Associates; 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 one hundred twenty (120) 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.

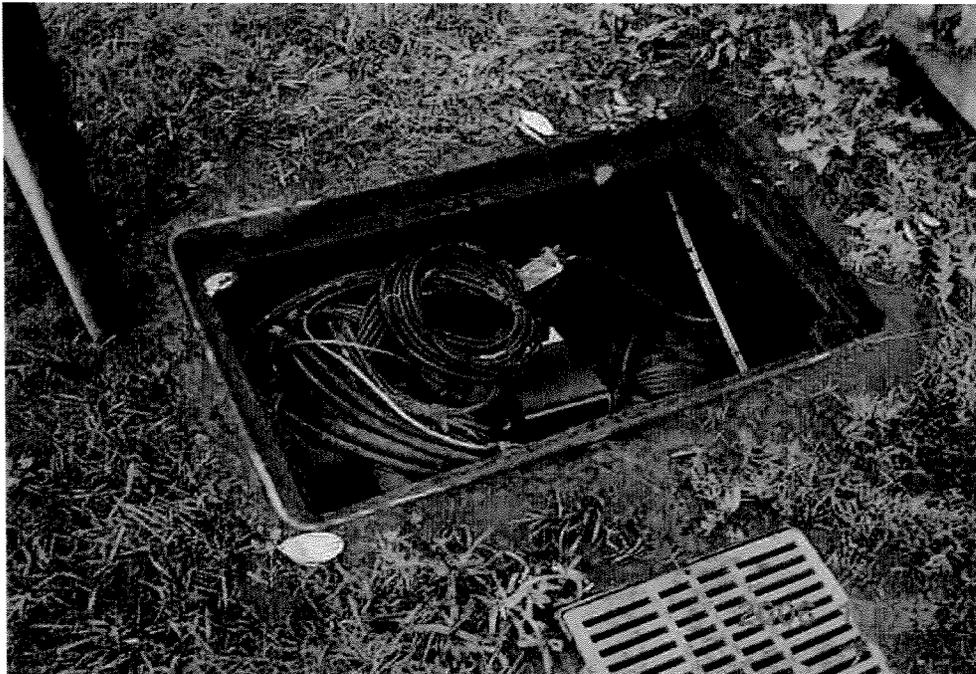
**Contract Sum:** The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **One Hundred Eleven Thousand Two Hundred Eighty-Six Dollars and Zero Cents (\$111,286)**. The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

**Contract Contingency: \$22,257**

## Sundance Vista Landscape and Irrigation Project



Remove wood chips from existing location and fill area with new turf/lawn.



Replace control valve boxes with new & place 4" gravel inside the valve boxes. Improve drainage by mixing new soil with existing (soil amendment), installing auger holes (45 - 1' wide by 6' deep), and replacing lateral lines.

## Sundance Vista Landscape and Irrigation Project



Eliminate landscape planters inside each unit area; install concrete paving to match adjacent finish. Lower dirt level on the outside and regrade on the outside and plant more ground cover



Remove trees and plant new ground cover. Install new 6" high concrete curb along the planter to prevent soil/dirt from getting onto the walkway.

# Sundance Vista Landscape and Irrigation Project



Replace existing with new 2x6 redwood header throughout. Install new "Iceberg" rose and ground cover at the front of the units.



Regrade and install concrete paving for proper drainage in the area by the trash enclosure.



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

**Cordé D. Carrillo**  
Acting Executive Director

March 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 WOODCREST I AND II ROOFING  
AND EXTERIOR IMPROVEMENTS PROJECT IN UNINCORPORATED WEST  
ATHENS/WESTMONT (DISTRICT 2)**

**SUBJECT**

This letter recommends approval of a Construction Contract with Spec Construction Co., Inc. roofing replacement and various other exterior improvements at the Woodcrest I and II housing developments, located at 1239 and 1245 West 109<sup>th</sup> Street, in unincorporated West Athens/Westmont.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that the approval of a Contract for roofing replacement and exterior improvements at the Woodcrest I and II housing developments is exempt from the provisions of the California Environmental Quality Act 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 \$248,770 with Spec Construction Co., Inc. to complete roofing replacement and exterior improvements at the Woodcrest I and II housing developments, 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 \$248,770, comprised of \$47,000 in Community Development Block Grant funds and \$201,770 in Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development and included in the Housing Authority's Fiscal Year 2008-2009 budget; and authorize the Acting Executive Director to approve Contract change orders not exceeding \$62,192 for unforeseen project costs, using CFP funds.

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

The purpose of this action is to award a Contract to complete roofing replacement and exterior improvements at the Woodcrest I and II housing developments.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The Housing Authority will fund the improvements with \$47,000 in Community Development Block Grant funds allocated to the Second Supervisorial District and \$201,770 in CFP funds. All funds are allocated by the U.S. Department of Housing and Urban Development and included in the Housing Authority's approved Fiscal Year 2008-2009 budget. A 25% contingency, in the amount of \$62,192, is also being set aside for unforeseen costs, using CFP funds.

A 25% contingency is needed due to the nature of roofing replacement and repair of termite damage. 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 improvements at the Woodcrest I and II housing developments includes the replacement of deteriorated and aged roofing, termite damaged and rotten exterior wood trims and fascia boards, window replacement, patching damaged exterior plaster, painting all exterior surfaces, and other associated work.

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, Spec Construction Co., 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 Spec Construction Co., Inc.

### **CONTRACTING PROCESS**

On November 13, 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 621 Class B licensed contractors identified from the Housing Authority's vendor list. Advertisements also appeared in eight local newspapers and on the Community Development Commission and County WebVen websites. Thirty-five bid packages were requested and downloaded from the Community Development Commission's website.

On December 16, 2008, seven bids were received and formally opened. The apparent lowest bid, submitted by Ventura Construction, Inc., was determined to be non-responsive and rejected. The second lowest bidder, Spec Construction Co., 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 because it involves activities that will not alter existing environmental conditions. The action is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301 because it 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 roofing condition and exterior appearance of the Woodcrest I and II housing developments and continue to provide the residents with decent, safe and sanitary living conditions.

Respectfully submitted,



*jc*  
CORDÉ D. CARRILLO  
Acting Executive Director

Attachments: 2

## ATTACHMENT A

### Summary of Outreach Activities

#### Woodcrest I and II Roofing and Exterior Improvements Project

On November 13, 2008, the following outreach was initiated to identify a contractor for the exterior improvements at the Woodcrest I and II housing developments located at 1239 and 1245 W. 109<sup>th</sup> Street in unincorporated South Los Angeles County.

#### 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 website.

#### B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 621 B-licensed contractors, of which 526 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, thirty-five bid packages were requested and downloaded from CDC's website.

#### C. Pre-Bid Conference and Site Walk

On November 25, 2008 a mandatory pre-bid conference and site walk was conducted. Nineteen firms were in attendance.

#### D. Bid Results

On December 16, 2008, a total of seven bids were received and publicly opened. The bid result was as follows:

<u>Company</u>	<u>Bid Amount</u>
Ventura Construction, Inc.	\$ 239,000.00
Spec Construction Co., Inc.	\$ 248,770.00
CMA Construction, Inc.	\$ 267,232.00
Dan Contractor	\$ 269,777.00

AZ Home, Inc.	\$ 285,045.00
CAS General Contractor	\$ 342,600.00
Cal-City Construction, Inc.	\$ 381,000.00

E. Minority/Female Participation – Selected Contractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Spec. Construction Co., Inc.	Non-Minority	Total: 14 5 Minorities 1 Women 35% Minorities 1% Women

F. Minority/Female Participation – Contractors Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Ventura Construction Inc.	Non-Minority	Total: 4 0 Minorities 1 Women 0% Minorities 25% Women
CMA Construction, Inc.	Minority	Total: 2 1 Minorities 1 Women 50% Minorities 50% Women
Dan Contractor	Non-Minority	Total: 5 3 Minorities 0 Women 60% Minorities 0% Women
AZ Home, Inc.	Non-Minority	Total: 12 7 Minorities 1 Women 58% Minorities 8% Women
CAS General Contractor.	Minority	Total: 4 4 Minorities 0 Women 100% Minorities

Cal-City Construction, Inc.      Minority

0% Women

Total: 20  
18 Minorities  
2 Women  
90% Minorities  
10% 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:** Woodcrest I and II Roofing and Exterior Improvements  
**Location:** 1239-1245 W. 109<sup>th</sup> Street, Los Angeles, CA 90044  
**Bid Number:** CDC08-668  
**Bid Date:** December 16, 2008  
**Contractor:** Spec Construction Co., Inc.  
**Services:** Replacement of aged roofing, termite damaged and rotten exterior wood trim and fascia boards, replacement of windows, and the patching damaged exterior plaster, painting all exterior surfaces and other associated work.

**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; 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 Two Hundred Forty-eight Thousand Seven Hundred Seventy Dollars and Zero Cents (\$248,770.00). The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

---

**Contract Contingency:** \$62,192.00

**Woodcrest I and II Housing Development**

**1239-1245 W. 109th Street, Los Angeles, CA 90044**



**Woodcrest I and II Housing Development**

**1239-1245 W. 109th Street, Los Angeles, CA 90044**



Typical peeling paint on exterior trims and single pan window



Water damaged ceiling in parking garage



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

**Cordé D. Carrillo**  
*Acting Executive Director*

March 25, 2009

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

Dear Commissioners:

**APPROVE THE REPAYMENT AGREEMENT FOR THE U.S. DEPARTMENT OF  
HOUSING AND URBAN DEVELOPMENT OFFICE OF INSPECTOR GENERAL  
AUDIT FOR THE HOUSING CHOICE VOUCHER PROGRAM  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends approval of the Repayment Agreement for the Housing Choice Voucher Program, as required by the U.S. Department of Housing and Urban Development's audit report for the Housing Authority's Housing Choice Voucher Program.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that the approval of the Repayment Agreement for the Housing Choice Voucher Program, as described herein, is not subject to the provisions of the California Environment Quality Act (CEQA) because the activity is not defined as a project under CEQA.
2. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign the attached Resolution approving the repayment of \$1,000,000 in Housing Choice Voucher Program administrative fees to the U.S. Department of Housing Urban Development (HUD) as required by HUD's final audit report.



3. Recommend that the Board of Commissioners approve the attached Repayment Agreement to reimburse HUD for \$1,000,000 in Housing Choice Voucher Program administrative fees.
4. Recommend that the Board of Commissioners instruct the Acting Executive Director to sign the attached Repayment Agreement, submit it to HUD, and take all actions required for its implementation.

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

The purpose of this action is to execute a Repayment Agreement with HUD for \$1,000,000 in Housing Choice Voucher (Section 8) Program administrative fees, in order to close all pending financial items regarding the HUD Office of Inspector General (OIG) Audit on Tenant Eligibility and Annual Reexaminations for Fiscal Year 2004-2005 and Fiscal Year 2005-06.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund.

The Housing Authority has negotiated a three-year Repayment Agreement with HUD; an initial payment of \$83,333.33 is due April 30, 2009. Subsequent quarterly payments of the same amount will be due at the end of each quarter thereafter, with a final payment of \$83,333.37 due January 31, 2012. The payments will be made using Section 8 Program administrative fees to be approved through the Housing Authority's annual budget process.

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

From July 2006 through July 2007, the U.S. Department of Housing and Urban Development (HUD) Office of Inspector General (OIG) conducted an audit on Tenant Eligibility and Annual Reexaminations for the Housing Authority's Section Program for FY 2004-05 and FY 2005-06. The audit report found that "The Authority Did Not Perform Annual Reexaminations in Accordance with HUD Rules and Regulations".

The final audit report, issued on February 8, 2008, required the Housing Authority to reimburse HUD 10 percent (\$3,662,972) of its administrative fees for FY 2004-05 and FY 2005-06 for inadequately administering the Section 8 Program. In a letter dated October 23, 2008, HUD agreed to reduce the repayment amount to \$1,000,000, after an appeal by the Housing Authority, with a target repayment date of November 30, 2008.

On November 19, 2008, the Housing Authority submitted a response to HUD requesting reconsideration of the decision and allowing the Housing Authority to reinvest the

\$1,000,000 back into the Section 8 Program, minimizing the impact to low-income families.

In a letter dated December 8, 2008, HUD denied the Housing Authority's request due to the reduction of the original amount. The Housing Authority must therefore reimburse HUD \$1,000,000 in Section 8 Program administrative fees for FY 2004-05 and FY 2005-06.

**ENVIRONMENTAL DOCUMENTATION**

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

**IMPACT ON CURRENT PROGRAM**

Approval of the attached Repayment Agreement will close all pending items regarding the HUD OIG Audit on Tenant Eligibility and Annual Reexaminations. Additionally, executing this Repayment Agreement will lessen the immediate financial impact on the Housing Authority and its program operations, as payments will be made quarterly over a three-year period.

Respectfully submitted,

*Bobette A. Glover*  
for **CORDÉ D. CARRILLO**  
Acting Executive Director

Attachments: 2



U.S. Department of Housing and Urban Development  
 Office of the Field Office Director  
 Los Angeles Field Office, Region IX  
 611 W. 6<sup>th</sup> Street, Suite 1100  
 Los Angeles, CA 90017

**HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES  
 LOS ANGELES OFFICE OF PUBLIC HOUSING  
 REPAYMENT AGREEMENT FOR  
 Audit Number 2008-LA-1007  
 Recommendation 1M**

This agreement entered into by and between the Housing Authority of the County of Los Angeles (HACoLA) and the United States Department of Housing and Urban Development (HUD) is dated and effective \_\_\_\_\_, 2009, via Resolution Number \_\_\_\_\_ by the HACoLA Board of Commissioners (see attached).

Whereas, it has been determined that HACoLA owes HUD an amount totaling \$1,000,000 for inadequate program administration pursuant to 24 CFR 982.152.

HACoLA agrees to make quarterly payments as follows:

April 30, 2009	\$83,333.33	
July 31, 2009	\$83,333.33	
October 31, 2009	\$83,333.33	
January 31, 2010	\$83,333.33	
April 30, 2010	\$83,333.33	
July 31, 2010	\$83,333.33	
October 31, 2010	\$83,333.33	
January 31, 2011	\$83,333.33	
April 30, 2011	\$83,333.33	
July 31, 2011	\$83,333.33	
October 31, 2011	\$83,333.33	
January 31, 2012	\$83,333.37	(last payment)

\_\_\_\_\_  
 Corde D. Carrillo, Acting Executive Director  
 Housing Authority of the County of Los Angeles

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Kawina J. Brockington, Director  
 Los Angeles Office of Public Housing

\_\_\_\_\_  
 Date

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING  
AUTHORITY OF THE COUNTY OF LOS ANGELES TO EXECUTE A REPAYMENT  
AGREEMENT FOR THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
OFFICE OF INSPECTOR GENERAL AUDIT - REPORT NUMBER 2008-LA-1007  
RECOMMENDATION 1M

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) Office of Inspector General (OIG) conducted an Audit on Tenant Eligibility and Annual Reexaminations for the Housing Authority's Housing Choice Voucher Program for fiscal year 2005 and fiscal year 2006;

WHEREAS, HUD made recommendations to the Housing Authority in their final subject audit report dated February 8, 2008 based on their finding that "The Authority Did Not Perform Annual Reexaminations in Accordance with HUD Rules and Regulations";

WHEREAS, Recommendation 1M of the final audit report stipulates that the Housing Authority will be required to reimburse HUD \$1,000,000 in administrative fees for fiscal years 2005 and 2006;

WHEREAS, the Housing Authority has finalized a repayment agreement with HUD, with an initial payment due April 30, 2009;

NOW, THEREFORE, the Board of Commissioners of the Housing Authority of the County of Los Angeles hereby resolves as follows:

1. The Housing Authority hereby approves and adopts the Repayment Agreement from HUD OIG in the amount of \$1,000,000 for Recommendation 1M.
2. The Housing Authority shall submit to HUD a signed repayment agreement stipulating quarterly payments of \$83,333.33 beginning on April 30, 2009, and ending with a final payment of \$83,333.37 due on January 31, 2012.

APPROVED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Los Angeles on this \_\_\_\_ day of \_\_\_\_\_, 2009.

ATTEST:

SACHI A. HAMAI  
Executive Officer-Clerk of  
the Board of Commissioners

By: \_\_\_\_\_  
Deputy

By: \_\_\_\_\_  
Chairman, Board of Commissioners

APPROVED AS TO FORM:  
RAYMOND G. FORTNER, JR.  
County Counsel

By: \_\_\_\_\_  
Deputy



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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

March 25, 2009

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

Dear Commissioners:

**APPROVE VIDEO SURVEILLANCE SYSTEMS INSTALLATION AND  
MAINTENANCE CONTRACT FOR FIVE HOUSING DEVELOPMENTS IN  
UNINCORPORATED WEST ATHENS, UNINCORPORATED QUARTZ HILL, AND  
THE CITY OF SANTA MONICA (DISTRICTS 2, 3, 5)**

**SUBJECT**

This letter recommends approval of a two-year Contract with Entrance Controls to install video surveillance cameras and equipment at the following five Housing Developments: Normandie Apartments in unincorporated West Athens, Quartz Hill I and II in unincorporated Quartz Hill, and 9<sup>th</sup> and 20<sup>th</sup> Street Apartments in the City of Santa Monica. The Contract also provides for two years of monitoring and maintenance of the systems.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that the installation of video surveillance equipment is exempt from the California Environmental Quality Act 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 Contract in the amount of \$187,498 with Entrance Controls to provide for the provision, installation, monitoring and maintenance of video surveillance equipment at the following five housing developments: Normandie Apartments in unincorporated West Athens, Quartz Hill I and II in unincorporated Quartz Hill, and 9<sup>th</sup> and 20<sup>th</sup> Street Apartments in the City of Santa Monica.



3. Recommend that the Board of Commissioners authorize the Acting Executive Director to use a total of \$187,067, comprised of \$100,000 in Community Development Block Grant countywide funds and \$18,405 in Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development, and \$68,662 in Rental Housing Construction Program (RHCP) program revenue allocated by the State of California; and authorize the Acting Executive Director to approve Contract change orders following approval as to form by County Counsel, not exceeding \$18,706 for unforeseen project costs, using CFP funds and RHCP program revenue.

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

The purpose of this action is to enter into a Contract to provide for the provision, installation, monitoring and maintenance of video surveillance equipment at five housing developments. These systems will provide additional security for the properties and residents.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The Housing Authority will fund this Contract, which includes a two year warranty period, with \$100,000 in Community Development Block Grant countywide funds and \$18,405 in Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD), and \$68,662 in RHCP program revenue allocated by the State of California. All funds are included in the Housing Authority's approved Fiscal Year 2008-2009 budget for this purpose. A 10% contingency, in the amount of \$18,706, is also being set aside for unforeseen costs, using CFP funds and RHCP program revenue.

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

All installation work will be completed by June 30, 2009. Upon the expiration of the two-year warranty period, this equipment will be added to the Housing Authority's ongoing Video Surveillance Monitoring and Maintenance Contract. This Contract will allow the Housing Authority to continue to provide a safe living environment for residents at the housing developments by identifying criminal offenders and providing necessary video surveillance evidence to the sheriff and police departments.

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, Entrance Controls 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 Entrance Controls.

### **CONTRACTING PROCESS**

On November 24, 2008, the Housing Authority initiated an outreach to identify a contractor to supply, install, monitor, and maintain five video surveillance systems. Request for Proposal Notices were mailed to 173 identified from the Housing Authority's vendors lists and previous bid participation lists. Advertisements also appeared in nine local newspapers and on the Community Development Commission and County websites. Thirty-three proposal packages were downloaded from the website.

On December 18 and 19, 2008, fifteen contractors participated at the pre-proposal conference and site walks. On January 8, 2009, five proposals were received and evaluated. Entrance Controls submitted the most qualified and highest ranked bid and is being recommended for the Contract award. The details of the fees per site are as follows:

Normandie Apartments	\$ 34,846
Quartz Hill I	34,717
Quartz Hill II	48,842
9th Street Apartments	34,331
20 <sup>th</sup> Street Apartments	<u>34,331</u>
Total:	\$187,067

The Summary of Outreach Activities is provided as Attachment A.

Honorable Housing Commissioners  
March 25, 2009  
Page 4

**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 because it involves activities that will not alter existing environmental conditions. The action is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301 because it involves negligible expansion of an existing use.

**IMPACT ON CURRENT SERVICES**

The award of this Contract will allow the Housing Authority to continue providing a safe living environment for residents at five housing developments.

Respectfully submitted,

*for Bobbette A. Glover*  
CORDÉ D. CARBILLO  
Acting Executive Director

Attachments: 2

## ATTACHMENT A

### Summary of Outreach Activities

#### Video Surveillance Systems Installation, Monitoring and Maintenance Contract For Five Housing Developments

On November 24, 2008, the following outreach was initiated to identify a contractor for the provision, installation, monitoring and maintenance of video surveillance equipment at five Housing Authority housing developments located throughout the County.

A. Newspaper Advertising

Announcements appeared in the following nine local newspapers:

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

An announcement was also posted on the County website.

B. Distribution of Proposal Packets

The Housing Authority's vendor list was used to mail out Requests for Proposal Notices to 173 contractors, of which 77 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, 33 proposal packages were downloaded from the internet.

C. Pre-Proposal Conference and Site Walk

Fifteen Contractors attended a Pre-Proposal Conference and site walks on December 18 and 19, 2008.

D. Proposal Results

On January 8, 2008, a total of five proposals were received and then evaluated using a 1000 point system. The evaluation scores are as follows:

<u>Company</u>	<u>Total Points</u>
Entrance Controls	447
West Beach Systems	385
Sierra Group	370
Climatec BTG	337
VAS Security	307

E. Minority/Female Participation –Contractor and Subcontractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Entrance Controls	Non-Minority	Total: 55 31 minorities 10 women 56% minorities 18% women

F. Minority/Female Participation – Firms Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
West Beach Systems	Non-Minority	Total: 10 6 minorities 0 women 60% minorities 0% women
Sierra Group	Minority	Total: 55 25 minorities 8 women 45% minorities 15% women
Climatec Building. Technologies Group	Non-Minority	Total: 70 22 minorities 4 women 31% minorities 6% women
VAS Security Systems	Non-Minority	Total: 25 7 minorities 2 women 28% minorities 8% 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:** Video Surveillance Systems Installation  
**Location:** Five Housing Developments within Los Angeles County  
**Bid Number:** CDC08-670  
**Bid Date:** January 8, 2009  
**Contractor:** Entrance Control  
**Purpose:** The Scope of Work includes the provision and installation of video surveillance equipment. During the two year warranty period the Contractor will monitor and maintain all the systems. These systems will be installed at Normandie Apartments (11431-11463 Normandie Avenue) located in the unincorporated area of South Los Angeles, Quartz Hill I (5028 West Avenue L-12) and II (42051 51<sup>st</sup> Street West) located in the unincorporated area of Quartz Hills, and 9<sup>th</sup> (1855 9<sup>th</sup> Street) and 20<sup>th</sup> (2006 20<sup>th</sup> Street) Street Apartments located in the City of Santa Monica.

**Scope of Work:** See Attached Scope of Work

**Term:** Upon execution, the Contract shall remain in full force for two years encompassing the warranty period, unless sooner terminated or extended in writing.

**Performance Review:** This contract will be monitored for compliance with the Federal prevailing wages during the installation period. Once the installations are complete the contractor must monitor the systems daily and report all findings. All services will be strictly monitored to be sure the Contractor is fulfilling all aspects of the Contract.

**Compensation:** The Contractor shall be paid as full compensation for the work required, performed, and accepted, exclusive of all costs and expenses which will be deducted from the contract contingency amount, the maximum, not-to-exceed price of \$187,067.00.

**Contract Contingency: \$18,706**



**HOUSING AUTHORITY  
of the County of Los Angeles**

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

**Cordé D. Carrillo**  
*Acting Executive Director*

March 25, 2009

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

Dear Commissioners:

**APPROVE THE AWARD OF A RECERTIFICATION SERVICES CONTRACT FOR  
THE HOUSING CHOICE VOUCHER PROGRAM  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends approval of an award of a recertification services contract for the Housing Choice Voucher Program to McKay Management Services to complete approximately 7,000 recertifications. This will bring the Housing Authority into compliance with U.S. Department of Housing and Urban Development (HUD) regulations requiring annual recertification of each Program participant and minimize future delinquencies.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that the approval of an award of a recertification services contract for the Housing Choice Voucher Program is not subject to the provisions of the California Environment Quality Act (CEQA) because the activity is not defined as a project under CEQA.
2. Recommend that the Board of Commissioners approve and authorize the Acting Executive Director to execute a one-year recertification services contract (Contract) with McKay Management Services, attached in substantially final form, for recertification services for the Housing Choice Voucher (Section 8) Program; and authorize the Acting Executive Director to use for this purpose a total of \$751,840 in Section 8 Administrative Reserves.



3. Recommend that the Board of Commissioners authorize the Acting Executive Director to amend the Contract as necessary and to allow a 10% contingency if necessary to meet the goals of the Housing Choice Voucher Program as they relate to this recertification project, using Section 8 Administrative Reserves.

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

The purpose of this action is to award a Contract to McKay Management Services to complete approximately 7,000 tenant recertifications, also known as reexaminations, for Section 8 Program participants.

### **FISCAL IMPACT/ FINANCING**

There is no impact on the County general fund. Section 8 Administrative Reserves will fund the Contract for a total of \$751,840. The compensation may be increased by up to 10% for unforeseen costs, using the same source of funds.

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

The Housing Authority administers the Section 8 Program, providing rental assistance for more than 20,000 qualified low- and moderate-income families. In accordance with 24 CFR 982.516(a), the Housing Authority is required to recertify the eligibility status of each Section 8 Program participant at least annually. Annual recertification is required to assure that tenancy is restricted to participants meeting the eligibility requirements established by the U.S. Department of Housing and Urban Development (HUD) for continued occupancy. Reexamination of participants' income and assets during the annual recertification process also assures that appropriate tenant rents are charged.

Completing annual recertification examinations is one of the 14 factors ("Indicators") upon which HUD evaluates the Housing Authority's administration of the Section 8 Program, using their Section 8 Management Assessment Program (SEMAP). In order to receive any points for SEMAP Indicator 9, "Completing Annual Reexaminations", the Housing Authority must timely complete a minimum of 90% of its annual recertifications. The Housing Authority needs to complete 8,187 reexaminations for Fiscal Year 2008-09 by June 30, 2009. Staff is completing approximately 2,000 reexaminations per month on average; however additional support is necessary to ensure all required reexaminations are completed for Fiscal Year 2008-2009 and to start processing 5,386 reexaminations effective July, August and September 2009.

The proposed Contract with McKay Management Services will provide for the completion of approximately 7,000 reexaminations. McKay Management Services would be responsible for completing the entire annual recertification process for the approximate 7,000 tenant files. This includes collecting and verifying program

participants household and income information, calculating rent shares, completing all required data entry, notifying tenants and owners of the new contract and tenant rents, and submitting all required documents and reports to HUD. McKay Management Services will be paid a fee of \$107.41 for each accurately completed recertification that is successfully transmitted to HUD.

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

### **ENVIRONMENTAL DOCUMENTATION**

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

### **CONTRACTING PROCESS**

On February 5, 2009, a Request for Proposals (RFP) was advertised in four local newspapers and on the Housing Authority's and the County's websites. RFP Notices were mailed to 187 agencies identified from the Housing Authority's vendor list of management consultants. Twenty-six consultants requested and received the solicitation package. As a result, four proposals were received by the deadline of February 20, 2009.

On February 25, 2009, an evaluation panel comprised of Housing Authority staff reviewed and ranked the proposals according to the RFP requirements and Housing Authority policy. The proposals were ranked based on the consultants' background and experience, performance history, financial capability, approach to providing the required services, quality control plan, and cost proposal.

The combined evaluation of the written business proposals and cost proposals using the established evaluation factors determined the final selection of McKay Management Services. No appeals were received regarding the recommended award. The Summary of Outreach Activities is provided with this letter as Attachment A.

### **IMPACT ON CURRENT PROJECT**

McKay Management Services will complete approximately 7,000 Section 8 Program recertifications. This will bring the Housing Authority into compliance with HUD regulations requiring annual recertification of each Program participant and minimize future delinquencies. It will also ensure that the Housing Authority receives points on this Indicator in the annual Section 8 Management Assessment Program. Timely

Honorable Housing Commissioners

March 25, 2009

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completion of recertification ensures that participant families contribute their fair share of the total monthly rent based on their current adjusted income and family composition. Lastly, executing this Contract will largely eliminate the need for Housing Authority operations employees to accrue overtime and compensatory time to complete the recertifications.

Respectfully submitted,

*Bobette A. Glover*  
for CORDÉ D. CARRILLO  
Acting Executive Director

Attachments: 1

## ATTACHMENT A

### Summary of Outreach Activities

#### Request for Proposals (RFP) for Housing Choice Voucher Program Recertifications

On February 5, 2009, the following activities were initiated to identify the most qualified contractor to provide the necessary services for the Housing Choice Voucher Program.

#### A. Newspaper Advertising

Beginning February 5, 2009, notice of the RFP appeared in the following four newspapers.

Eastside Sun  
Los Angeles Independent  
Los Angeles Sentinel  
Montebello News  
Southwest Wave

The notice and complete RFP was posted on the Community Development Commission (CDC) Web Site for a 15-day advertisement period. The notice was also posted on the County of Los Angeles Bids and Contracts website. Firms were asked to download the RFP from the CDC Web Site or request the RFP via email from the procurement coordinator listed in the notice.

#### B. Distribution of RFP

The Housing Authority's vendor list was used to mail the announcement of the RFP to 187 management consulting firms. 26 consultants requested and received the solicitation package. As a result, four proposals were received by the deadline of February 20, 2009.

#### C. Request for Proposals (RFP)

On February 20, 2009 a total of four firms submitted business and cost proposals. Two of these firms 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 are owned by minorities or women).

D. Review of Proposals

On February 25, 2009, a review panel of Housing Authority professionals evaluated the performance of the firms and determined that McKay Management Services most closely met the requirements specified in the RFP and Statement of Work to provide the necessary services. McKay Management Services cost proposal for completing the recertifications was \$751,840 thus the proposed Contract for this amount. The cost proposals for the other three agencies were as follows:

CGI Federal	\$ 630,000.00
MDStrum Housing Services	\$1,453,176.00
Quadel Consulting	\$1,678,139.78

E. Minority/Women Participation – Firm Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
McKay Management Services, LLC	Woman	Total: 6 1 minority 3 women 17% minority 50% women

F. Minority/Women Participation – Firm Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
MDStrum Housing Services	Minority Woman	Total: 18 17 minorities 10 women 94% minority 56% women
Quadel Consulting	Non-Minority	Total: 436 310 minorities 321 women 71% minority 74% women
CGI Federal	Non-Minority	Total: 1650 631 minorities 750 women 38% minority 45% 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.

Please Note:  
Agenda # 13 will be provided at a later time