



**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

Sean Rogan
Executive Director

**AGENDA
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION
WEDNESDAY, MAY 25, 2011
12:00 NOON
PALM APARTMENTS
959 PALM AVENUE
WEST HOLLYWOOD, CA 90069
(323) 653-3090**

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1. Call to Order

2. Roll Call

Zella Knight, Chair
Henry Porter Jr., Vice Chair
Severyn Aszkenazy
Val Lerch
Laurence Levin
Adriana Martinez
Alberta Parrish

3. Reading and Approval of the Minutes of the Previous Meeting

Regular Meeting of April 27, 2011

4. Report of the Executive Director

5. Presentation

Program Compliance Investigations Unit

6. Public Comments

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



Regular Agenda

7. Approve the Housing Authority of the County of Los Angeles Fiscal Year 2011-2012 Budget (All Districts)

Recommend that the Board of Commissioners adopt and instruct the Mayor to sign a Resolution (Attachment A) approving the Housing Authority of the County of Los Angeles (Housing Authority) Fiscal Year 2011-2012 Budget (Budget), which includes revenues and expenditures of \$340,084,600; adopt and instruct the Mayor to sign the related Transmittal Resolution (Attachment B) certifying submission of the Budget by the Board to the U.S. Department of Housing and Urban Development (HUD); adopt and instruct the Mayor to sign a Resolution (Attachment C) approving the cost allocation model developed in conjunction with the Housing Authority's external auditors, Klynveld Peat Marwick Goerdeler (KPMG) in April 2002; instruct the Executive Director to implement the Budget and take all related actions, including execution of all required documents, for the purposes described herein, following approval as to form by County Counsel; find that the approval of the Budget is not subject to the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA. (APPROVE).

8. Approve Job Order Contract (All Districts)

Recommend that the Board of Commissioners approve and authorize the Executive Director or his designee to execute, implement, amend and if necessary terminate a JOC for an amount not to exceed a cumulative total of \$2,000,000 with MTM Construction, Inc. to provide maintenance, repair, refurbishment, rehabilitation and other repetitive-type work at various Housing Authority housing developments on an as-needed basis using public housing operating funds, non-conventional funds and Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD); authorize the Executive Director or his designee to issue work orders to MTM Construction, Inc. under the JOC up to but not to exceed the cumulative total of \$2,000,000; find that the approval of the JOC is exempt from the provisions of the California Environmental Quality Act (CEQA) because the work includes activities that will not have the potential for causing a significant effect on the environment. (APPROVE).

9. Approve Memorandum of Understanding with the City of Bellflower for Housing Program Investigations (District 4)

Recommend that the Board of Commissioners approve and authorize the Executive Director to execute an MOU with the City of Bellflower,

under which the Housing Authority will provide investigative services and receive \$30,000 from the City of Bellflower, for a total contract amount of \$30,000, to be effective following approval as to form by County Counsel and execution by the parties; authorize the Executive Director to execute amendments to the MOU to include minor administrative changes, and to extend the time of performance for a maximum of four years, in one-year increments; and authorize the Executive Director to incorporate funds received from the City of Bellflower into future approved Housing Authority budgets, for the purpose described above; find that approval of the MOU is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA. (APPROVE).

10. **Approve Memorandum of Understanding with the City of Lancaster for Housing Program Investigations (District 5)**

Recommend that the Board of Commissioners approve and authorize the Executive Director to execute an MOU with the City of Lancaster, under which the Housing Authority will provide investigative services and receive \$98,685 from the City of Lancaster and \$98,685 in County Economic Development Funds allocated to the Fifth Supervisorial District, for a total contract amount of \$197,370, to be effective following approval as to form by County Counsel and execution by the parties; authorize the Executive Director to execute amendments to the MOU to include minor administrative changes, and to extend the time of performance for a maximum of four years, in one-year increments; and authorize the Executive Director to incorporate funds received from the City of Lancaster into future approved Housing Authority budgets, and to utilize County funds incorporated through the annual budget process, for the purpose described above; find that approval of the MOU is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA. (APPROVE).

11. **Approve Memorandum of Understanding with the City of Palmdale for Housing Program Investigations (District 5)**

Recommend that the Board of Commissioners approve and authorize the Executive Director to execute an MOU with the City of Palmdale, under which the Housing Authority will provide investigative services and receive \$62,000 from the City of Palmdale and \$62,000 in County Economic Development Funds allocated to the Fifth Supervisorial District, for a total contract amount of \$124,000, to be effective following approval as to form by County Counsel and execution by the parties; authorize the Executive Director to execute amendments to the MOU to include minor administrative changes, and to extend the time of performance for a maximum of four years, in one-year increments; and authorize the Executive Director to incorporate funds received from the

City of Palmdale into future approved Housing Authority budgets, and to utilize County funds incorporated through the annual budget process, for the purpose described above; that approval of the MOU is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA. (APPROVE).

12. Approve Memorandum of Understanding with the City of Paramount for Housing Program Investigations (District 4)

Recommend that the Board of Commissioners approve and authorize the Executive Director to execute an MOU with the City of Paramount, under which the Housing Authority will provide investigative services and receive \$30,000 from the City of Paramount, for a total contract amount of \$30,000, to be effective following approval as to form by County Counsel and execution by the parties; authorize the Executive Director to execute amendments to the MOU to include minor administrative changes, and to extend the time of performance for a maximum of four years, in one-year increments; and authorize the Executive Director to incorporate funds received from the City of Paramount into future approved Housing Authority budgets, for the purpose described above; find that approval of the MOU is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA. (APPROVE).

13. Housing Commissioners Comments and Recommendations for Future Agenda Items

Housing Commissioners may provide comments or suggestions for future Agenda items.

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

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 890-7424, or by e-mail at donna.delvalle@lacdc.org, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES
MINUTES FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday April 27, 2011

The meeting was convened at the Lancaster Homes Housing Development located at 711-737 W. Jackman Street, Lancaster, 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 Zella Knight at 12:02 p.m.

ROLL CALL

Present

Absent

Zella Knight, Chair	X	
Henry Porter, Vice Chair	X	
Severyn Aszkenazy	X	
Val Lerch	X	
Laurence Levin	X	
Alberta Parrish	X	
Adriana Martinez		X

PARTIAL LIST OF STAFF PRESENT:

Sean Rogan, Executive Director
Emilio Salas, Deputy Executive Director
Maria Badrakhn, Director, Housing Management
Margarita Lares, Director, Assisted Housing

GUESTS PRESENT:

No guests were present.

Reading and Approval of the Minutes of the Previous Meeting

On Motion by Commissioner Porter, seconded by Commissioner Parrish, the Minutes of the Regular Meeting of March 23, 2011, were approved.

Agenda Item No. 4 – Report of the Executive Director

Deputy Executive Director Emilio Salas reported on the following items:

Mr. Salas introduced the staff for North County.

Arlene Black, Area Manager welcomed the Housing Commissioners to Lancaster Homes. The facility has 120 Units of Senior Housing. The property recently underwent painting to the exterior of the buildings. During the new fiscal year they anticipate to upgrade the elevators, and HVAC (Heating Ventilation Air Conditioning) units in the common area. The parking area will also be re-paved. Ms. Black introduced, Luda George, Property Manager, Leticia Prieto, Property Supervisor and Maintenance Leadman, Melvin Batrezchavez.

Mr. Salas informed the Commissioners of a clarification on the minutes from the last meeting. Previously Mr. Salas reported that second interviews were held for Tenant Commissioners. He wanted to clarify that the by-laws stipulate that we had to have a representative from the CEO's office participate in the interviews; therefore, a second interview was scheduled in order to be compliant to this rule.

Mr. Salas attended the Legislative Conference in Washington D.C., along with Commissioner Lerch. The dominant topic of the conference was the anticipated budget. Secretary Donovan was in attendance and fielded questions regarding HUD offering a 1 billion dollar reserve offset. At this time a decision has not been made on how the offset will be determined. Secretary Donovan also spoke about possible regulatory relief and the budget reductions. The overall conference spoke about the budget in general, but there was also a focus on preparing everyone for the 2012 budget cuts.

Mr. Salas stated that HR1473 was passed and it did have a significant impact, primarily on the Section 8 program. The cuts were retroactive to January 2011, which was more severe to our program being that our fiscal year will end June 30, 2011. It amounts to a 72% proration from May through December of the Housing Authority administrative fees, which is approximately 4.5 million dollars. This will have a substantial impact in administering the programs with the current staffing levels. There will be a down size of staff and a cut to the Capital Fund. There was also a 16% cut to the CDBG program and 8% cut to the HOME program. We are currently working with the Senior Management team on how to make reductions to adjust the budget accordingly.

Mr. Salas stated that the Tenant Commissioner interviews were concluded and there will be a recommendation for new representatives sent to the Board of Supervisors. Along with the recommendation, Mr. Salas stated that we will be

making an additional recommendation to amend the by-laws to allow more flexibility on who would be represented on the selection committee.

We are also working with the 5th District to introduce a motion to amend the county code on the definition of a quorum. Currently the by-laws of the Housing Commission already identifies a quorum as being the majority of members that are seated. We would like ensure that the County code reflects the same definition.

Lastly, Mr. Salas informed the Commissioners that we received a response from HUD regarding the electronic signature policy. HUD stated that as long as we are in compliance with the guidelines, we can proceed with implementing the electronic signature to our online documents. This will allow us to fully implement the policy and allow residents to submit required documents online.

Doug Cohen, Consultant for Community Development Commission/Housing Authority provided a presentation on the new building that will be constructed in the City of Alhambra to house the current staff located in the Monterey Park, Santa Fe Springs and Chavez office.

Jim Lopez, Inspections Supervisor provided a presentation on the new handheld tablet used for Section 8 Inspections.

Maria Badrakhan, Director provided a presentation regarding REAC Inspections for the public housing units.

Agenda Item No. 5 Public Comments

Alma Dyson, Lancaster Homes Resident, asked why are there no "Senior Only" housing available to residents.

Arlene Black, Area Manager responded by stating that the Annual Plan approved by the Los Angeles County Board of Supervisors on March 22, 2011 contains a proposal for the Housing Authority of the County of Los Angeles (HACoLA) to officially obtain Senior designations from the U.S. Department of Housing and Urban Development (HUD) for our senior public housing sites located throughout the County of Los Angeles. It is the intent of HACoLA to pursue the same senior designation for housing sites under the Multi-Family Housing Program, such as Lancaster Homes, to the extent that the regulations allow.

Lillian Moreno, Lancaster Homes Resident, asked about the rules on her rent changing because of lease violations.

Arlene Black, Area Manager, met with Ms. Moreno regarding her tenancy at the Lancaster Homes Housing Development following the Housing Commission meeting.

Regular Agenda

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

**APPROVE THE USE OF HOUSING AUTHORITY FUNDS TO FUND OTHER
POST EMPLOYMENT BENEFITS
(ALL DISTRICTS)
AGENDA ITEM NO. 6**

1. Recommend that the Board of Commissioners authorize \$3,792,334 in Housing Authority funds previously allocated to prefunding OPEB and \$1,076,149 in funds included in the Housing Authority's approved Fiscal Year 2010-2011 Budget for the same purpose, to be transferred to CalPERS to fund OPEB.
2. Recommend that the Board of Commissioners find that the use of funds to prefund OPEB is not subject to the California Environmental Quality Act (CEQA) because the action is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

On Motion by Commissioner Aszkenazy, seconded by Commissioner Lerch, and unanimously carried, the following was approved by the Housing Commission. :

**ACCEPTANCE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR
PROJECTS IDENTIFIED IN THE 2011-2012 ACTION PLAN FOR THE
ALLOCATION OF FEDERAL FUNDS
(ALL DISTRICTS)
AGENDA ITEM NO. 7**

1. Recommend that the Board of Commissioners find that the acceptance of Fiscal Year 2011-2012 CDBG funds from the Commission is not subject to the provisions of the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA.
2. Recommend that the Board of Commissioners authorize the Housing Authority to accept from the Commission an estimated \$2,989,266 in Fiscal Year 2011-2012 CDBG funds, and to continue administration of \$1,513,953 in prior year CDBG funds, which will be requested for incorporation into the Housing Authority's Fiscal Year 2011-2012 budget through the Housing Authority's annual budget approval process subject to final notification of approval by the U.S. Department of Housing and Urban Development (HUD).

On Motion by Commissioner Aszkenazy, seconded by Commissioner Levin, and unanimously carried, the following was approved by the Housing Commission. :

**APPROVE THE LIMITED USE OF MUTUAL INDEMNIFICATION BETWEEN
THE HOUSING AUTHORITY AND OTHER PUBLIC ENTITIES
AND CERTAIN PRIVATE ENTITIES
(ALL DISTRICTS)
AGENDA ITEM NO. 8**

Recommend that the Board of Commissioners approve the limited use of mutual indemnification, as described herein, between the Housing Authority and other public entities and certain private entities, including sole source vendors and entities that provide services at minimal or no cost to the Housing Authority, subject to review and approval by the Housing Authority's Risk Manager and approval as to form by County Counsel.

On Motion by Commissioner Levin, seconded by Commissioner Parrish, and unanimously carried, the following was approved by the Housing Commission. :

**FUNDING FOR FINANCIAL AUDIT SERVICES FOR FISCAL YEAR 2010-2011
(ALL DISTRICTS)
AGENDA ITEM NO. 9**

1. Recommend that the Board of Commissioners approve the expenditure of up to approximately \$72,100 for financial audit services for Fiscal Year 2010-2011 provided to the Housing Authority pursuant to an Agreement for financial audit services between the Community Development Commission and Vasquez & Company LLP.
2. Recommend that the Board of Commissioners approve the expenditure of additional funds of up to \$7,210 for any unforeseen, needed financial audit services.
3. Recommend that the Board of Commissioners find that the approval of funds for financial audit services is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the action will not have the potential for causing a significant effect on the environment.

Agenda Item No. 10 – Housing Commissioner Comments and Recommendations for Future Agenda Items

Commissioner Porter stated that the meeting was productive and informative. He encouraged all Housing Commissioners to attend the Commissioner's Leadership Conference on May 12, 2011 at the Dorothy Chandler Pavilion. Commissioner Porter also thanked staff for the Quarterly Publication that was included with the Agenda and Minutes. Commissioner Porter asked with the increase of gas prices, does staff receive mileage reimbursement?

Emilio Salas replied that staff is reimbursed in accordance with the IRS guidelines and regulations. The rate is only changed when the IRS makes changes to their rates. We use the IRS as a benchmark to set our reimbursement rates.

Commissioner Porter asked, with the HUD budget cutbacks, how will this affect the current grants that are in place now? Will the award money run out before HUD has the chance to reimburse the Housing Authority for monies that have already been expended?

Sean Rogan, Executive Director responded that it would depend on the extra stimulus dollars, whether it came from ARRA, HPRP or NSP etc. We minimally added staff recognizing that it was short term monies. So as it relates to the impact, the short term grants effects will be minimal. The greater impact is going to come from the substantial cut to the administrative dollars on the voucher program and to the Community Development Block Grant (CDBG) dollars.

Commissioner Parrish stated that it was a great meeting and that she also was going to inquire about the mileage reimbursement rate for staff.

Commissioner Levin stated that the meeting was very helpful and informative. Working with the budget reduction is going to be a lot of work considering all of the budget cuts. Commissioner Levin also asked for assistance on obtaining a dictionary of acronyms.

Donna Del Valle, Executive Assistant will provide NAHRO books to the Commissioners at the next meeting.

Commissioner Lerch stated that he agrees that the meeting was very informative and thanked staff for their work.

Commissioner Aszkenazy stated that the meeting was definitely informative and appreciated all the time that staff has put into their presentations. He also recommended that the Commissioners and staff visit the City of Lancaster. There is a large amount of new construction going on within the city.

Commissioner Knight thanked all staff for their time and the information that they provided. Commissioner Knight asked if the HPRP meetings were open to the public, if so she would like to be notified.

On Motion by Commissioner Knight the Regular Meeting of April 27, 2011, was adjourned at 1:58 pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Sean Rogan", written over a horizontal line.

SEAN ROGAN
Executive Director
Secretary –Treasurer

Housing Authority - County of Los Angeles

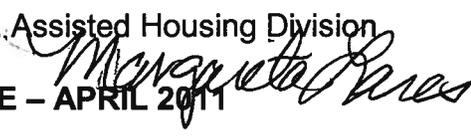
May 25, 2011

FOR YOUR INFORMATION ONLY

TO: Housing Commissioners

FROM: Margarita Lares, Director, Assisted Housing Division

RE: **FSS PROGRAM UPDATE – APRIL 2011**



The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Public Housing residents and Housing Choice Voucher Program participants achieve economic independence and self-sufficiency.

Activities

RECRUITMENT	11 11	Applications Received Applications Sent
ENROLLMENTS	1	New FSS Participant
TERMINATIONS	1 1	Participant Terminated from FSS: Contract Expired Participant Terminated from FSS: Port to another PHA
MEETINGS	0	SASSFA Partnership monthly meeting cancelled due to budget constraints
WORKSHOPS	0	SASSFA Partnership monthly meeting cancelled due to budget constraints
Program Presentations		
Money Smart Workshop	1 1	Disseminated Credit Repair Informational Packet Disseminated Budget Informational Packet
REFERRALS	19 1 2	Job referrals from the employment network job board Educational Facilities WorkSource Center employment workshops and job fairs
GRADUATIONS	7	Pending requests for graduation

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

ML:AS:dt

FAMILY SELF-SUFFICIENCY (FSS) REPORT SUPPLEMENT

Listed below are descriptions of frequently used language in the monthly FSS Report.

1. **SASSFA**-Acronym for Southeast Area Social Services Funding Authority. They oversee all the funding for Worksource Centers, who provide job training, job placement, and skill assessment. We have a partnership with them, which in turn benefits our clients by providing services that we would not be able to provide on our own. There are about 75 Worksource Centers located in Southern California.
2. **The Employment Network Job Board** is located in the Family Self-Sufficiency department of the Assisted Housing Division located at 12131 Telegraph Road, Santa Fe Springs, CA and is a compilation of job leads, job requests and training information supplied by our various partnered agencies and is updated on a bi-weekly basis. The network board may also include referrals to other types of services, such as job fairs, resume preparation or social services. All these resources are shared with FSS participants.
3. **Emergency Transportation Assistance** refers to bus tokens issued by FSS staff to FSS participants who are having short term transportation problems. This would include those who have started a new job and need transportation assistance until they receive a pay check; those who need assistance in order to get to a job interview; those who are starting school and may not have been able to make arrangements to carpool prior to enrollment; those who have had a temporary transportation emergency, such as a automobile accident or auto break down. Part of this assistance may also include referrals to other agencies which may have bus tokens or passes available.

Housing Authority - County of Los Angeles

FOR YOUR INFORMATION ONLY

May 25, 2011

TO: Housing Commissioners
FROM: Emilio Salas, Deputy Executive Director



**SUBJECT: STATUS OF THE AMERICAN RECOVERY AND REINVESTMENT ACT
OF 2009 HOMELESSNESS PREVENTION AND RAPID RE-HOUSING
(HPRP) PROGRAM**

The Homelessness Prevention and Rapid Re-Housing Program (HPRP) is a collaborative effort among the Community Development Commission (CDC), the Chief Executive Office, implementing County Departments, local Non-Profit Organizations, and the Los Angeles Homeless Services Authority.

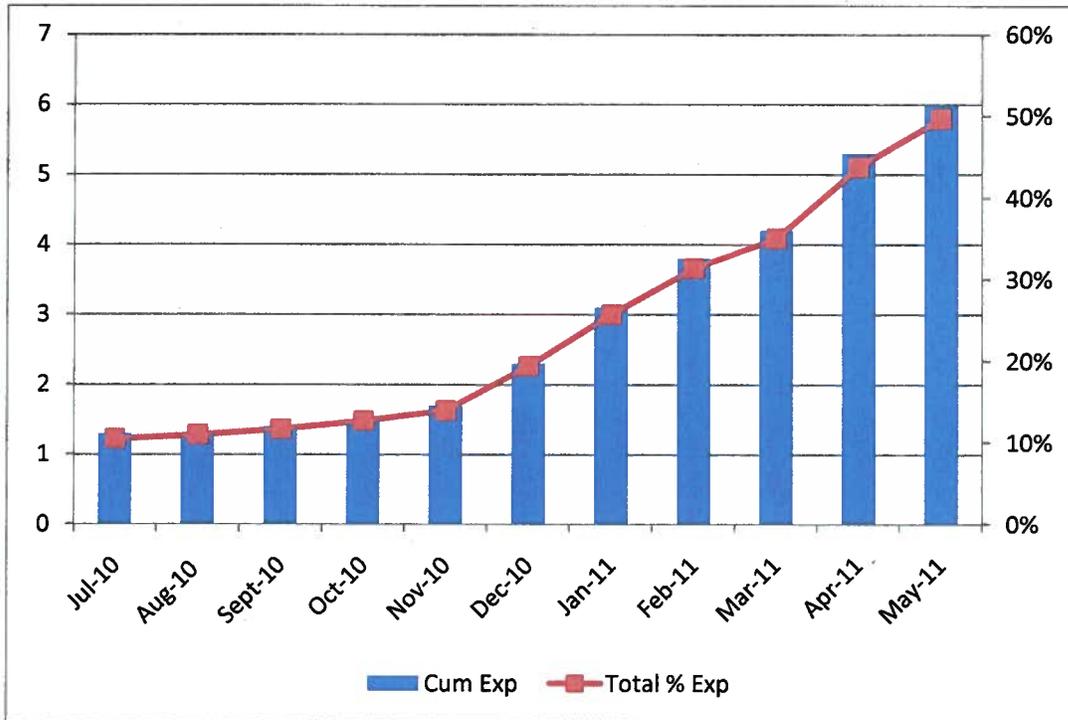
Actions since the last report include the following:

- As of May 10, 2011, \$6,062,340.75 (49.70%) of the \$12,197,108 budget has been expended.* (See attached chart).
- The County HPRP program has served 1,457 households through April 30, 2011.
- The HPRP monthly partner meeting was held on May 10, 2011.
- The three (3) non-profit partner contracts will be amended to extend the contract term from June 30, 2011 to December 30, 2011.
- The Community Development Block Grant Division, of the CDC, is assessing the expenditure pacing of all agencies to determine if funds need to be reallocated to the more successful programs.

TG:AC:ec
K://TG/ARRA/ARRA Status Reports For HPRP (As of May 2011).docx

Attachment

HPRP CUMULATIVE EXPENDITURES, IN MILLIONS As of May 10, 2011



	Cum Exp	Total % Exp
Jul-10	\$ 1,258,444.73	10.49%
Aug-10	\$ 1,302,795.89	10.99%
Sept-10	\$ 1,424,267.03	11.68%
Oct-10	\$ 1,548,014.88	12.69%
Nov-10	\$ 1,703,129.97	13.96%
Dec-10	\$ 2,363,254.90	19.38%
Jan-11	\$ 3,137,110.79	25.72%
Feb-11	\$ 3,825,665.90	31.37%
Mar-11	\$ 4,274,043.56	35.04%
Apr-11	\$ 5,340,295.92	43.78%
May-11	\$ 6,062,340.75	49.70%

Housing Authority - County of Los Angeles

FOR YOUR INFORMATION ONLY

May 25, 2011

TO: Housing Commissioners
FROM: Emilio Salas, Deputy Executive Director



SUBJECT: STATUS OF THE COMMUNITY DEVELOPMENT BLOCK GRANT-RECOVERY (CDBG-R) PROGRAM, FUNDED BY THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)

The Community Development Block Grant (CDBG) Division is closely monitoring CDBG-R subrecipients to ensure that they spend all of their allocated funds by June 30, 2012.

We are currently pacing at an appropriate level: as of May 11, 2011, \$5,428,044.03 (68.3%) of the total \$7,947,098.20 under contract has been expended. To ensure that subrecipients meet all of the aforementioned grant requirements, we continue to closely monitor their performance. Following are major actions taken since the last report:

- To date, 39 (59%) of the 66 projects are completed. Some of these were completed below budget, and the excess undisbursed funds were recaptured and will be reallocated to existing CDBG-R activities.
- In order to fully expend the grant funds, as projects are completed and closed out, any remaining undisbursed funds are allocated to other ongoing CDBG or CDBG-R projects that can use the additional funding, and that are in full compliance with the grant requirements.
- CDBG staff is closely monitoring low-performing agencies and providing them with requisite technical assistance to ensure that they adhere to their required corrective actions which include: (a) submittal of any delinquent reimbursement requests; and (b) adherence to the project implementation and expenditure target dates stated in their action plans.

TG:AC:ec
K://TG/ARRA/ARRA Status Report For CDBG-R (As of May 2011)

Community Development Commission

FOR YOUR INFORMATION ONLY

April 29, 2011

TO: Each Supervisor

FROM: Sean Rogan, Executive Director



SUBJECT: **UPDATE ON THE PURSUIT AND IMPLEMENTATION OF FUNDING MADE AVAILABLE IN H.R. 1, THE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) OF 2009**

On March 31, 2009, the Board of Supervisors (Board) requested that the Community Development Commission/Housing Authority of the County of Los Angeles (CDC/HACoLA) report on the efforts to apply for, or take the necessary steps to accept, each category of funding contained within ARRA that the CDC/HACoLA is eligible to receive, either by formula or by competitive grant application. In all, the CDC/HACoLA was awarded \$33,603,148 of the \$114,312,431 applied for.

Funding Awarded

PUBLIC HOUSING CAPITAL FUND (CF)

Funding Amount: \$7,401,512 (by formula)

Award of Funds: On March 31, 2009, the Board of Commissioners approved a motion to accept the grant funds, and funding became available to the HACoLA on May 14, 2009.

Use of Funds: The funds are being used for security improvements, energy efficiency work measures, preventive maintenance, and general improvements at 12 public housing developments comprised of 2,500 public housing units. As a direct result of CF formula activities, the HACoLA has reported a total of 73 full-time equivalent jobs (that were created or retained) through the 3rd Quarter of Program Year (PY) 2010-2011 to FederalReporting.gov.

Expenditure Levels: As of April 19, 2011, the HACoLA had expended \$6,876,237 of the \$7,401,512 obligated.

Provisions: The HACoLA must obligate 100% of the funds within 1 year, expend 60% of the funds in 2 years, and complete 100% of the fund expenditures in 3 years. The HACoLA has met the mandatory obligation deadline.

Funding Amount: \$5,924,000 (Applied for \$22,399,000 by competition.)

Award of Funds: On June 22, 2009, the HACoLA applied for \$16,475,000 in funding for improvements addressing the needs of the elderly and/or people with disabilities and public housing transformation. Additionally, on July 21, 2009, the HACoLA applied for \$5,924,000 in funding for energy efficient/green community projects.

Use of Funds: The HACoLA was only awarded funding in the 'Creation of an Energy Efficient Green Community' category in the amount of \$5,924,000. Funds were granted on September 29, 2009, and are being used at the Nueva Maravilla housing development to reduce energy costs, generate resident and HACoLA energy savings, and reduce greenhouse gas emissions attributable to energy consumption. A total of 28 full-time

equivalent jobs were created or retained through the 3rd Quarter PY 2010-2011 and have been reported to FederalReporting.gov.

Expenditure Levels: On December 1, 2009, the Board approved the acceptance of the funds. As of April 19, 2011, the HACoLA had expended \$2,178,609 of the \$5,924,000 obligated.

Provisions: The HACoLA must obligate 100% of the funds within 1 year of the date in which funds become available for contracts. The U.S. Department of Housing and Urban Development (HUD) requires the HACoLA to use at least 60% of the funds within 2 years and 100% of the funds within 3 years. The HACoLA has met the mandatory obligation deadline.

COMMUNITY DEVELOPMENT BLOCK GRANT-RECOVERY (CDBG-R)

Funding Amount: \$8,080,528 (by formula)

Award of Funds: The CDC submitted an amendment to the CDBG PY 2008 Action Plan (as required by ARRA) on June 5, 2009, after receiving approval from the Board on June 2, 2009. The CDC received the CDBG-R Grant Agreements on August 26, 2009.

Use of Funds: The CDC worked with the agencies affected by CDBG/ARRA regulations and submitted a final list of projects for approval to HUD on August 13, 2009, and the Board on August 18, 2009. Both HUD and the Board approved the list for the CDC's CDBG-R Program. Project activities include public improvements, housing rehabilitation, economic development, public services, and administration. During the 3rd Quarter of Fiscal Year (FY) 2010-11, the following activities were completed: rehabilitation of 124 housing units; economic development activities assisting 1 business serving an area with 43,594 residents; and construction on 2 public improvement projects, including 1 public facility serving a predominantly low- and moderate-income school population and sidewalk improvements serving an area with 7,160 residents. In addition, a total of 1,137 jobs have been created or retained, which corresponds to 104.53 full-time equivalent positions to date.

The CDC will reallocate funds that have been returned due to recapture for lack of expenditure or progress on projects. Funds will be reprogrammed into existing CDBG or CDBG-R activities that are in need of additional funding.

Expenditure Levels: As of April 19, 2011, the CDC had expended \$5,297,443.

Provisions: The CDC must use all CDBG-R funds by September 30, 2012.

HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

Funding Amount: \$12,197,108 (by formula)

Award of Funds: The CDC submitted a completed application to HUD on May 18, 2009, which was subsequently approved the following June. Trainings on reporting, program monitoring, and general implementation were held for the applicable County Departments on August 19, 2009, and the CDC received the HPRP Grant Agreements on August 20, 2009.

Use of Funds: Implementation of HPRP began on October 1, 2009; and the Departments of Public Social Services, Consumer Affairs, Community and Senior Services, and the Los Angeles Homeless Services Authority (LAHSA) have been working collaboratively to deliver

assistance to those in need. In addition, Neighborhood Legal Services began offering legal assistance and representation to persons and families with unlawful detainers on November 1, 2009.

On August 31, 2010, the Board of Commissioners gave approval for 3 non-profit organizations (People Assisting the Homeless, Volunteers of America, and Union Station Homeless Services) to receive funding to provide HPRP services, and added 19 previously unserved cities that did not receive Federal or State HPRP funds within the County. We continue to provide training and guidance to County Departments and non-profit staff for consistent service delivery to those in need. We are actively monitoring the progress of these activities to ensure compliance with the requirements.

The HPRP workgroup meets monthly to communicate concerns, provide updates, and to problem solve in order to maintain progress with the program.

The number of clients assisted continues to increase. From program start through March 18, 2011, 2,618 persons from 1,256 households have been assisted. (This number is based on the data entered into the Homeless Management Information System (HMIS) on the number of people served.) Further, from program start, a total of 807 jobs have been created or retained, which corresponds to 126.89 full-time equivalent positions as of the 3rd Quarter of PY 2010-2011.

Expenditure Levels: As of April 19, 2011, the CDC had expended \$5,681,927.

Provisions: HUD requires that 60% of the funds be used by August 18, 2011 and 100% by August 1, 2012.

Unsuccessful Grant Applications

GREEN RETROFIT PROGRAM FOR MULTIFAMILY HOUSING

Funding Amount: Applied for \$2,260,000 by competition.

Award of Funds: The HACoLA submitted applications for the Kings Road and Lancaster Homes Housing Developments on June 15, 2009. The HACoLA did not receive this grant.

Use of Funds: Had the HACoLA been awarded, the funds would have been used for the modernization and rehabilitation of the Kings Road and Lancaster Homes developments.

JUVENILE JUSTICE AND CRIME PREVENTION ACT PROGRAM (JJCPA)/EDWARD BYRNE MEMORIAL COMPETITIVE GRANT PROGRAM

Funding Amount: Applied for \$974,283 by competition.

Award of Funds: The CDC submitted an application on April 27, 2009. The CDC did not receive this grant.

Use of Funds: Had the CDC been awarded, the funds would have been used to support existing JJCPA programs.

Each Supervisor
April 29, 2011
Page 4

NEIGHBORHOOD STABILIZATION PROGRAM 2 (NSP2)

Funding Amount: Applied for \$61,000,000 by competition.

Use of Funds: Had the CDC been awarded, the funds would have been used to supplement the NSP1 program, which includes the HERO program and Rental Infill Sites activities for tenants below 50% of the area median income (AMI).

If you have any questions, please contact me at (323) 890-7400, or Terry Gonzalez, Director, CDBG Division, at (323) 890-7150.

SR\TG\SH\nm

K:\CDBG COMMON\GR-PIARRA Board Memo\2011\April '11 ARRA Memo.doc

Attachment

- c: Each Deputy
 - Brence Culp, Chief Deputy Chief Executive Officer, Chief Executive Office
 - Ellen Sandt, Deputy Chief Executive Officer, Chief Executive Office
 - Kathy House, Assistant Chief Executive Officer, Chief Executive Office
 - Sachi A. Hamai, Executive Officer/Clerk Board of Supervisors
 - Lisa Rizzo, Principal Analyst, Chief Executive Office
 - Scott Wiles, Special Assistant, Chief Executive Office
 - Libby Boyce, Homeless Services Coordinator, Chief Executive Office

**The CDC/HACoLA
American Recovery and Reinvestment Act of 2009 (ARRA) Final Award Amounts**

	ARRA GRANT OPPORTUNITY	FUNDING AGENCY	FORMULA AMOUNT/ \$ APPLIED FOR	AMOUNT AWARDED	GRANT AGREEMENT*
1	Capital Fund (formula)	HUD	\$7,401,512	\$7,401,512	Yes
2	Capital Fund (competitive) - Disabilities Category	HUD	\$9,235,000	Did Not Receive	No
3	Capital Fund (competitive) - PH Transformation	HUD	\$7,240,000	Did Not Receive	No
4	Capital Fund (competitive) - Green Technology	HUD	\$5,924,000	\$5,924,000	Yes
5	Community Development Block Grant - Recovery	HUD	\$8,080,528	\$8,080,528	Yes
6	Neighborhood Stabilization Program 2	HUD	\$61,000,000	Did Not Receive	No
7	Homeless Prevention and Rapid Re-Housing Program	HUD	\$12,197,108	\$12,197,108	Yes
8	Green Retrofit Program for Multifamily Housing	HUD	\$2,260,000	Did Not Receive	No
9	Edward Byrne Memorial Competitive Grant	DOJ	\$974,283	Did Not Receive	No
Total Awarded Under ARRA			\$33,603,148		

*Grant Agreement Received - Funds available for drawdown at U.S. Treasury.

FOR YOUR INFORMATION ONLY

From: Elisa Vasquez
Sent: Monday, May 09, 2011 9:03 AM
To: Directors/Managers
Cc: Blair Babcock; Daniel Rofoli; Debra Solis; Elisa Vasquez; Geoffrey Siebens; Gloria Ramirez; Grace Thamawatanakul; Jacqueline Rodarte; Lynna Ochoa; Marcie Chavez; Meiwen Fang; Nicholas Teske; Pat Case; Raymond Webster; Robin Pointer; Samantha Harrison
Subject: Legislative Update

Hello,

Below please find an update on State and Federal legislative activity of interest to the CDC. Please let me know if you have any questions.

California's Fiscal Year (FY) 2011-2012 Budget

Elimination of Enterprise Zones and redevelopment agencies are reportedly still on the table as possible budget cuts to help close the State's deficit. Yet, the Governor cannot secure enough votes to put these items up for a vote, so they remain stalled on the floor of each chamber. After three months of budget negotiations and various scenarios about possible solutions, the budget conundrum remains unresolved. Therefore, the budget discussions and voting may very well be put off until June or July. Meanwhile, Governor Brown has continued visiting Republican districts around the State, urging constituents to let their representatives in the Capitol know what an all-cuts budget would do to their communities.

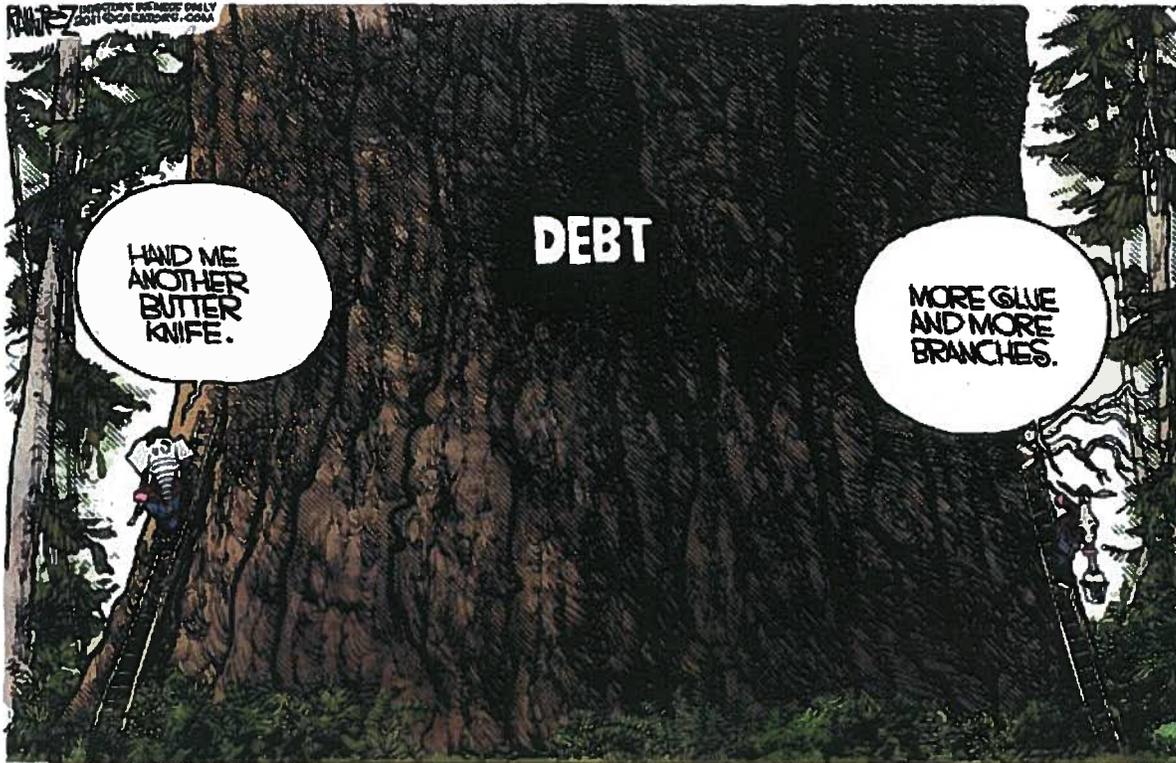
Further, in an effort to further chip away (even through tiny chips) at the State's deficit, the Governor has turned to untraditional means such as no longer providing California legislators with a car, gas, and maintenance paid largely by taxpayers. In exchange, the legislators will receive a \$300 monthly allowance to defray the cost of driving their personal vehicles. Additionally, the Governor issued an executive order directing State agencies and departments to step up their efforts to track down what his office estimates are millions of dollars worth of travel and salary advances that State employees have failed to repay.

Congress and the Fight over the Federal Fiscal Year (FFY) 2012 Budget

So much is up in the air for FFY 2012. While the House has passed their FFY 2012 budget resolution, the Senate has not. Senate Majority Leader Reid has indicated that he will call for a vote of the House budget plan (developed by Representative Paul Ryan) next week to see where Senate Republicans are on the proposal. This will give him and congressional appropriators a sense of how far Senate Republicans are willing to compromise and a direction of how best to craft the FFY 2012 spending bills.

Meanwhile, the outlines of a deal that would allow the U.S. to avert a debt default recently emerged as top Republican and Democratic lawmakers held their first meeting aimed at cutting the bloated deficit. Republicans edged toward a White House plan that would cut some spending now and set long-term deficit reduction targets, but said more difficult decisions on taxes and healthcare spending would have to wait until after the 2012 election. If both parties can reach agreement on the framework for cutting the long-term U.S. deficit, that could clear the path for a vote on raising the \$14.3 trillion debt ceiling by the August 2 deadline.

We'll keep monitoring and report on these and other legislative matters of impact to the CDC.



THE LIMBER JACKS.

www.investors.com/cartoons

Elisa E. Vásquez, Manager
Intergovernmental Relations/Public Information
Community Development Commission/
Housing Authority of the County of Los Angeles
2 Coral Circle
Monterey Park, CA 91755
phone: 323.890.7415
fax: 323.890.8580

Disclaimer:

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**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

Sean Rogan
Executive Director

May 25, 2011

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

Dear Commissioners:

**APPROVE THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES
FISCAL YEAR 2011-2012 BUDGET**

SUBJECT

This letter recommends approval of the Fiscal Year 2011-2012 Budget of the Housing Authority of the County of Los Angeles which includes revenues and expenditures of \$340,084,600.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners adopt and instruct the Mayor to sign a Resolution (Attachment A) approving the Housing Authority of the County of Los Angeles (Housing Authority) Fiscal Year 2011-2012 Budget (Budget), which includes revenues and expenditures of \$340,084,600.
2. Recommend that the Board of Commissioners adopt and instruct the Mayor sign the related Transmittal Resolution (Attachment B) certifying submission of the Budget by the Board to the U.S. Department of Housing and Urban Development (HUD).
3. Recommend that the Board of Commissioners adopt and instruct the Mayor to sign a Resolution (Attachment C) approving the cost allocation model developed in conjunction with the Housing Authority's external auditors, Klynveld Peat Marwick Goerdeler (KPMG) in April 2002.

4. Recommend that the Board of Commissioners instruct the Executive Director to implement the Budget and take all related actions, including execution of all required documents, for the purposes described herein, following approval as to form by County Counsel.
5. Recommend that the Board of Commissioners find that the approval of the Budget is not subject to the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to approve the Fiscal Year 2011-2012 Budget of the Housing Authority. HUD requires that the Board of Commissioners approve the Fiscal Year 2011-2012 Budget prior to the release of funds for continued operation of the Assisted Housing Division, Housing Management Division, and three residential and community assistance programs.

In April 2011, the President signed the appropriations bill for Federal Fiscal Year 2011, which was seven months after the year had started and rendered larger than expected cuts to the Housing Choice Voucher Administrative fund and Community Development Block Grant (CDBG) Program, at 22% and 18%, respectively. At this time, we are still awaiting the State Legislature's final action on the Governor's proposal to eliminate redevelopment agencies as part of the 2011-12 budget solution, as this proposal may negatively impact our agency as well. Due to the federal deficit and uncertainty with the State budget, we foresee additional cuts for 2012 and may be returning to your Commission later this year for additional budget reductions in order to reduce the administrative costs of the agency.

The Housing Authority must receive formal approval annually for its cost allocation plan that was developed in 2002 by KPMG, its external auditors at the time. The details of the allocation plan were previously submitted to your Commission in May 2007, and subsequently approved in June 2007. The allocation methodology remains the same for Fiscal Year 2011-2012.

FISCAL IMPACT/FINANCING

The Housing Authority's Fiscal Year 2011-2012 Budget includes a request to the Chief Executive Office for \$475,000 in County General Funds to support the University of California Cooperative Extension Program (Cooperative Extension). The Budget also includes \$160,700 from the Fifth Supervisorial District for support of the Program Compliance Investigations unit in the Antelope Valley. There are no other County General Funds included in the Housing Authority's Fiscal Year 2011-2012 Budget.

The proposed Housing Authority Fiscal Year 2011-2012 Budget is \$340,084,600, an increase of \$13,843,300 over Fiscal Year 2010-2011. This increase is primarily due to the Housing Authority's increased lease-up expenditures and the City of Industry Tax Increment program.

The following table compares funding levels for Fiscal Years 2010-2011 and 2011-2012.

Housing Authority	2010-2011 Budget	2011-2012 Budget
Divisions		
Assisted Housing – Section 8 Rental Assistance	\$ 262,718,000	\$ 272,006,700
Housing Management – Public Housing	\$ 32,573,100	\$ 34,103,300
Housing Management – Capital Fund	\$ 12,594,900	\$ 12,578,400
Other Programs		
City of Industry – Tax Increment	\$ 15,605,600	\$ 18,961,300
Fraud Investigation/Program Compliance Unit	\$ 2,037,100	\$ 1,959,900
Cooperative Extension	\$ 430,000	\$ 475,000
Condo Conversion	\$ 187,500	\$ 0
Wilmington Community Clinic*	\$ 95,100	\$ 0
TOTAL	\$ 326,241,300	\$ 340,084,600
Staffing		
Regular Staff	308.21	284.15
Contract Staff	49.80	64.40
TOTAL	358.01	348.55

**previously known as Mary B. Henry Telemed/Community Clinic. This program was transferred to Wilmington Clinic for direct contracting with the County for CDBG funds*

Assisted Housing Division

During Fiscal Year 2011-2012, the Assisted Housing Division will administer an allocation of 23,670 vouchers for a total of \$272,006,700. This is an increase of \$9,288,700 over Fiscal Year 2010-2011, due to the Housing Authority's increased lease-up expenses.

For the Calendar Year 2011, the Division budgeted for four Family Self Sufficiency (FSS) Coordinator grant funds of \$276,000, an increase of \$140,000 from last year that

will provide assistance to an additional 65 families. We are currently awaiting approval from HUD on this funding request.

In March 2011, the Housing Authority received HUD approval on merging five of the six small city programs with the Housing Authority's allocation and will complete that transfer by the end of the fiscal year. The City of West Hollywood is the last remaining small city and discussions are in progress for absorption or transfer back to the city by December 31, 2011.

Housing Management Division

The Housing Management Division manages and maintains 2,962 public housing units and 374 affordable housing units and provides resident services such as computer centers, after-school homework assistance, counseling services, photography, and other programs for youth.

During Fiscal Year 2011-2012, the Housing Management Division will administer a total of \$34,103,300, which includes funds from HUD, public housing rental revenue, and other sources. The Budget reflects an increase of \$1,530,200 from Fiscal Year 2010-2011 budget due to increased CDBG funding for rehabilitation projects. CDBG funds included in Fiscal Year 2011-2012 for Housing Management total \$4,503,200 and are comprised of \$1,514,000 carried over from Fiscal Year 2010-2011, and the new year's allocation amount of \$2,989,200. CDBG funds will be used for public housing improvements and resident services.

The Resident Services Programs (RSPs) within the Housing Management Division provide services to youth, families, seniors, and residents with disabilities. Programs include adult literacy, recreation, after-school programs, workforce development, and elderly supportive services. The RSPs continue to look for ways to maximize their services and, to this end, have partnered with local colleges, faith-based organizations, and non-profits. Volunteerism remains a focal point for the RSPs; volunteers provide the assistance needed to build capacity and enhance resident services programs operated at the Public Housing Sites. The budget for these programs is comprised of CDBG funds and other grants.

The Housing Management Division also manages the Capital Fund Program, which are funds received annually through an allocation based on formula from HUD. These funds are used to rehabilitate housing units, perform site improvements and to provide resident initiative activities for public housing residents.

Other Programs

Housing Authority programs also include the Program Compliance Unit and the Cooperative Extension. These programs provide guidance and services to the Assisted

Housing and Housing Management divisions and residents of Los Angeles County, including youth, adults, and seniors living in public housing sites.

The Program Compliance Unit (PCU) is the consolidation of the Fraud Investigations Unit with the Housing Management's Crime and Safety Unit. The PCU works closely with the Section 8 and the Public Housing administrative staff and outside agencies to ensure that participants and residents are complying with program requirements as well as federal, state, and local laws. The Fiscal Year 2011-2012 budget of \$1,959,900 is comprised of Public Housing funds for program compliance services provided at the housing developments, Section 8 revenues, funds recovered from investigations and funds provided through Memoranda of Understanding with other local governments for investigation services.

The Cooperative Extension program, administered by the University of California, provides educational programs for Los Angeles County residents on topics including good nutrition, youth development, urban gardening, natural resources issues, and agriculture. Programs are offered free or at a low cost to all County residents, and include 4-H, the Master Gardener Program, the Expanded Food and Nutrition Education Program, the Farm Advisor, and the Network for a Healthy California. Special events, including nutrition education and gardening workshops, are offered at County public housing sites as well as many other locations around the County. Its budget is comprised of \$475,000 in County General Funds.

Also included in the Housing Authority Budget is the City of Industry Tax Increment Program as required under California Government Code section 65584.3. The Housing Authority receives allocations of tax increment funds from the City of Industry to develop housing for low-income individuals, families, and special needs populations. These funds, budgeted at \$18,961,300, are allocated to the Housing Authority and are included in its Budget, but are administered by the Commission, which also serves as the redevelopment agency for the County of Los Angeles.

Housing Authority Staff

Housing Authority staff will decrease by 9.46 positions, due to redistribution of existing position authority and staff layoffs in Assisted Housing as a result of the Housing Choice Voucher program administrative funding reduction from HUD.

A breakdown of staff information, by program, is provided in Attachment D.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

HUD requires that the Board of Commissioners adopt a Resolution approving the Housing Authority Budget for administration of Housing Authority programs. The Resolution has been approved as to form by County Counsel.

Honorable Housing Commissioners

May 25, 2011

Page 6

The Resolution approving the Fiscal Year 2011-2012 Budget and related HUD Transmittal Resolution are provided as Attachments A and B, respectively. The Resolution for adopting the cost allocation policy is provided as Attachment C. Published Budget Pages, detailing goals and objectives, and related expenditures for the upcoming year are provided as Attachment D.

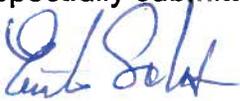
ENVIRONMENTAL DOCUMENTATION

Approval of the Housing Authority's Fiscal Year 2011-2012 Budget 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 on or result in any physical changes to the environment. The activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378(b) because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT SERVICES

Approval of the Fiscal Year 2011-2012 Budget of the Housing Authority will enable housing programs to continue for low- and very low-income families and seniors.

Respectfully submitted,



for SEAN ROGAN
Executive Director

Enclosures

ATTACHMENT A

RESOLUTION APPROVING THE FISCAL YEAR 2011-2012
BUDGET OF THE HOUSING AUTHORITY OF THE
COUNTY OF LOS ANGELES

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Los Angeles has received the Budget for Fiscal Year 2011-2012 and has found:

1. That the proposed expenditures are necessary for the efficient and economical operation of housing programs for the purpose of serving low- and very-low income families.
2. That the budget is reasonable in that:
 - (a) It indicates a source of funding adequate to cover all proposed expenditures.
 - (b) It does not provide for use of federal funding in excess of that payable under the provisions of 24 Code of Federal Regulations Part 990.
3. That all proposed rental charges and expenditures will be consistent with provisions of law and the Annual Contributions Contracts with the U.S. Department of Housing and Urban Development.
4. That no employee serving in a variety of positions is reflected in the operating budget as serving an aggregate amount of time exceeding 100 percent.
5. That the U.S. Department of Housing and Urban Development requires that the use of Section 8 Operating Reserve funds for other housing purposes, in the amount of \$50,000 or greater, must be approved by the Board of Commissioners.

WHEREAS, it is necessary for the Board of Commissioners of the Housing Authority of the County of Los Angeles to adopt an annual budget.

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

1. The above recitals are true and correct.
2. The Housing Authority of the County of Los Angeles adopts the following budgeted revenues and appropriations for Fiscal Year 2011-2012, as set

forth in the Annual Budget for the Housing Authority of the County of Los Angeles:

Estimated Funding: \$340,084,600

Expenditure and Reserve Appropriations: \$340,084,600

3. That the use of Section 8 Operating Reserve funds for other housing purposes, in the amount of \$50,000 or greater, must be approved by the Board of Commissioners.
4. This Resolution shall take effect immediately.

APPROVED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Los Angeles on this ____ day of _____, 2011.

ATTEST:

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

MAYOR MICHAEL D. ANTONOVICH
Chairman, Board of Commissioners

By: _____
Deputy

By: _____

APPROVED AS TO FORM:

ANDREA SHERIDAN ORDIN
County Counsel

By: _____
Deputy

ATTACHMENT B

OMB No. 2577-0026
(exp.12/31/2012)

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of the County of Los Angeles PHA Code: CA002

PHA Fiscal Year Beginning: July 1, 2011 Board Resolution Number: _____

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

- | | <u>DATE</u> |
|---|-----------------|
| <input checked="" type="checkbox"/> Operating Budget approved by Board resolution on: | <u>6/7/2011</u> |
| <input type="checkbox"/> Operating Budget submitted to HUD, if applicable, on: | _____ |
| <input type="checkbox"/> Operating Budget revision approved by Board resolution on: | _____ |
| <input type="checkbox"/> Operating Budget revision submitted to HUD, if applicable, on: | _____ |

I certify on behalf of the above-named PHA that:

- All statutory and regulatory requirements have been met;
- The PHA has sufficient operating reserves to meet the working capital needs of its developments;
- Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
- The budget indicates a source of funds adequate to cover all proposed expenditures;
- The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
- The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Michael D. Antonovich, Mayor	Signature:	Date: 6/7/2011
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RESOLUTION APPROVING THE FISCAL YEAR 2011-2012
COST ALLOCATION PLAN OF THE HOUSING AUTHORITY OF THE
COUNTY OF LOS ANGELES

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Los Angeles has received the Cost Allocation Plan for Fiscal Year 2011-2012 and has found:

1. That the proposed cost allocation plan is a reasonable and supportable methodology of allocating centralized administration costs to housing and/or development programs.
2. That the proposed cost allocation plan will be consistent with cost principles set forth in the Office of Management & Budget (OMB) Circular A-87, Cost Principles for State, Local and Indian Tribal Governments and other generally applied cost allocation methods.

WHEREAS, it is necessary for the Board of Commissioners of the Housing Authority of the County of Los Angeles to adopt a cost allocation plan.

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

1. The above recitals are true and correct.
2. The Housing Authority of the County of Los Angeles adopts the following cost allocation plan, as required by the U.S. Department of Housing and Urban Development.
3. This resolution shall take effect immediately following Board approval and will be effective until a major change is proposed to be made in the methodology, at which time, the new cost allocation plan will be submitted for approval by this governing body.

APPROVED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Los Angeles on the _____ day of _____, 2011.

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ATTEST:

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

By: _____
Deputy

MAYOR MICHAEL D. ANTONOVICH
Chairman, Board of Commissioners

By: _____

APPROVED AS TO FORM:

ANDREA SHERIDAN ORDIN
County Counsel

By: _____
Deputy

MESSAGE FROM THE DEPUTY EXECUTIVE DIRECTOR OF HOUSING PROGRAMS: Emilio Salas



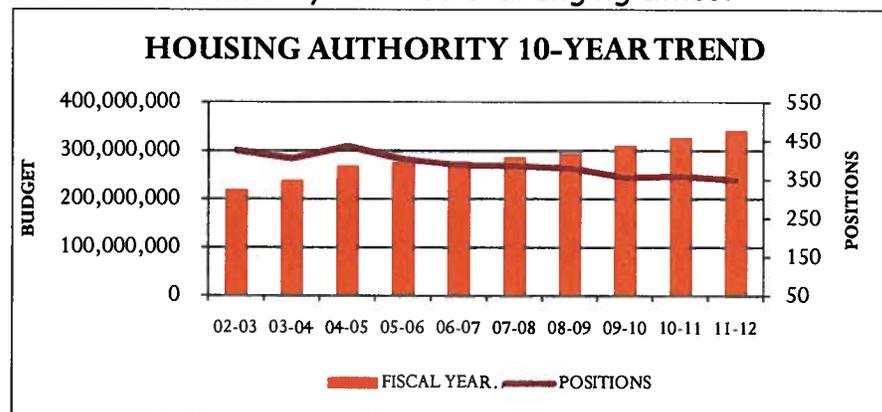
The Housing Authority of the County of Los Angeles (HACoLA) is the second largest Housing Authority in Southern California with an annual budget in excess of \$340 million dollars. The HACoLA administers over 22,000 Section 8 Housing Choice Vouchers and over 3,300 Public and affordable Housing units. We recognize that our agency plays a vital role in providing affordable housing for the residents of the County of Los Angeles.

This year, we face tremendous challenges to our funding for both the Housing Choice Voucher and Public Housing programs. As such, we continue our commitment to implementing innovative solutions to increase efficiencies and become less dependent on unpredictable funding sources. We have recently implemented several technology initiatives such as the Section 8 Owner and Tenant Portals that will allow landlords and tenants to conduct business directly online with the Housing Authority. We are also implementing a new managed print solution which is the first of its kind within the County designed to lower our printing, copying, and faxing costs.

We continue to remain focused on achieving our goals to obtain High Performer status and to provide excellent customer service. Internally we have promoted a culture that values innovation, management and staff accountability, and the importance of maintaining program integrity.

This year we have worked closely with our housing partners to improve our overall operations and we continue to explore opportunities to increase the supply of affordable housing throughout Los Angeles County.

We are proud of the accomplishments we have been able to achieve this past year, but we remain committed to continue along this path to meet the needs of our community in these challenging times.



AN OVERVIEW FROM THE DIRECTOR: Margarita Lares**ASSISTED HOUSING DIVISION**

Since 1975, HACoLA's Assisted Housing Division has administered the Section 8 program within the Los Angeles County jurisdiction. HACoLA receives funding from the U.S. Department of Housing and Urban Development (HUD) to provide housing assistance to extremely low and very low-income individuals, families, senior citizens, and persons with disabilities residing in the unincorporated area

of Los Angeles County and 62 participating cities. The Assisted Housing Division is proud to assist over 22,000 families through the Section 8 program rent subsidies in the form of housing assistance payments (HAPs) to over 10,000 private property owners.

FAMILY SELF-SUFFICIENCY PROGRAM

In addition to providing rental subsidy assistance, the Assisted Housing Division's Family Self-Sufficiency Program empowers Section 8 recipients to become economically independent by providing families with community based services and resources.

SPECIAL PROGRAMS

The Division also offers a variety of Section 8 special programs for homeless individuals and families through the Homeless Program, HUD-VASH, HOPWA, and Shelter Plus Care programs. They each have different eligibility requirements and each target various segments of low-income households such as persons with AIDS and homeless individuals.

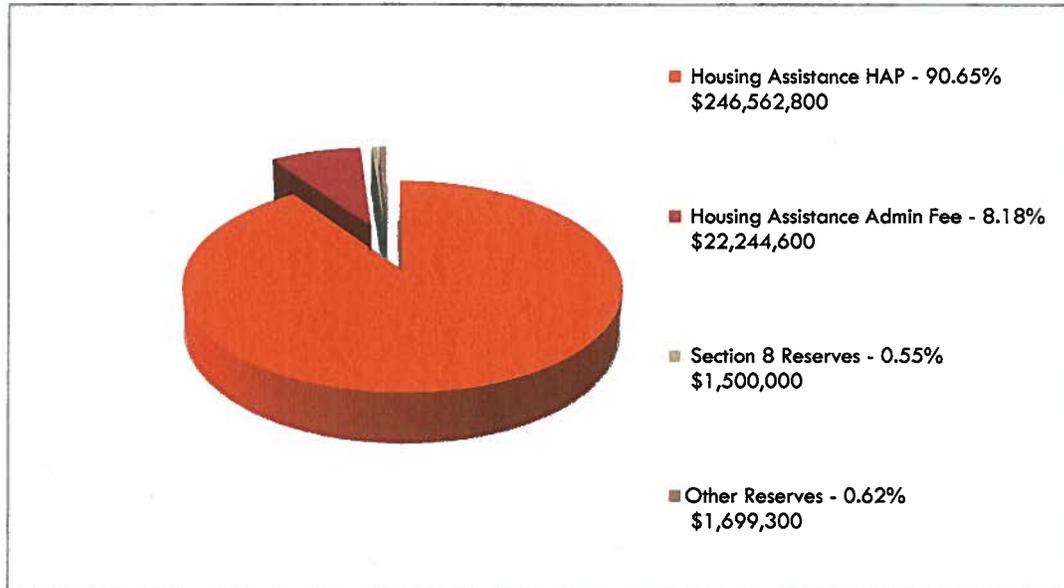
MODERATE REHABILITATION PROGRAM

The Moderate Rehabilitation Program is a unit-based rental subsidy program for low to moderate-income individuals and families. Although funding is no longer available for new participants, the Assisted Housing Division continues to assist approximately 280 existing families.

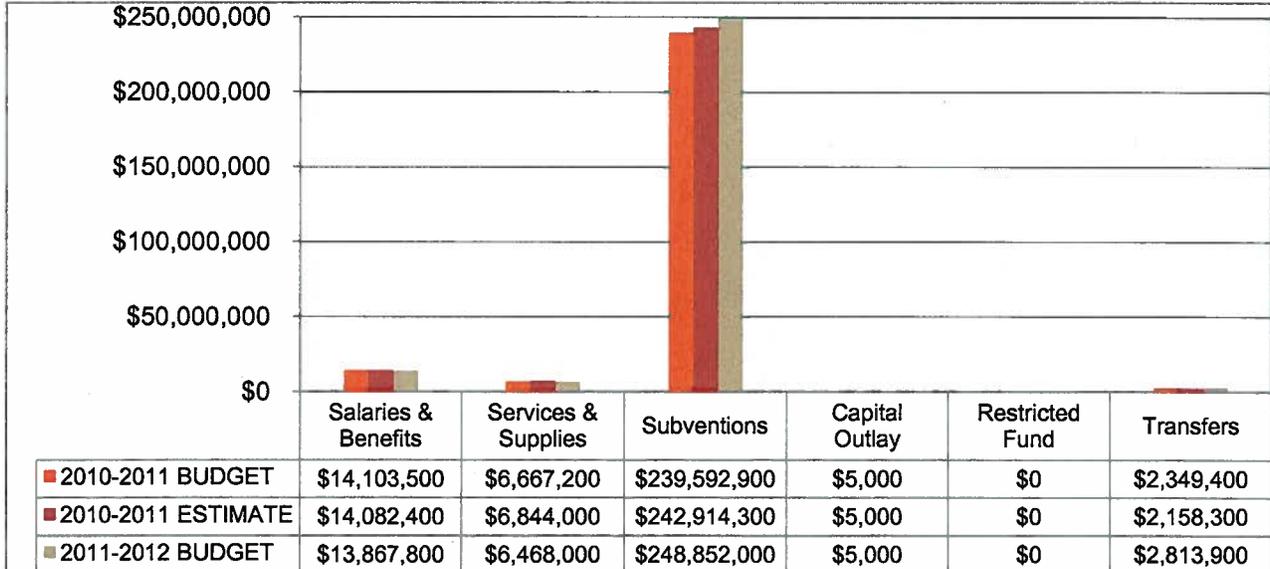


DIVISION BUDGET \$272,006,700

Sources of Funds



Uses of Funds



	2010-11 BUDGET	201011 ESTIMATE	2011-12 BUDGET
TOTAL BUDGET	\$262,718,000	\$266,004,000	\$272,006,700
TOTAL EMPLOYEES	200.00	196.26	190.00
Number of Regular Employees	178.00	175.25	170.00
Number of Contract Employees	22.00	21.01	20.00

DEPARTMENT OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS

HOUSING CHOICE VOUCHER (SECTION 8) PROGRAM

Mission: Provide quality housing assistance with care and integrity in Los Angeles County, and continue to improve operations and efficiencies to become a high performer.

	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Budget
<i>Total Budget:</i>	\$240,306,200	\$240,167,000	\$254,534,700
<i>Number of Employees:</i>	183.85	177.17	178.15

FY 10-11 Major Accomplishments:

1. Earned 15 points for indicator 3, Determination of Adjusted Income, on SEMAP by reducing the error rate in calculations.
2. Utilized 97% of allocated vouchers and expended over 99% of annual Housing Assistance Payments (HAP) funding.
3. Completed 99.8% of annual Housing Quality Standards inspections within 12 months of their due date, earning maximum points under SEMAP for this indicator.
4. Completed 99.8% of annual reexaminations prior to the fiscal year-end, earning maximum points under SEAMAP for this indicator.
5. Developed and implemented an owner portal and tenant reexamination portal through the AHD website.
6. Expanded operations to Antelope Valley office, which is now full-service and responsible for all Section 8 operations in that service area.

FY 11-12 Major Goals:

1. Maximize voucher/budget utilization by maintaining a 98% or higher voucher and budget utilization rate.
2. Receive a Standard Performer rating under SEMAP.
3. Earn minimum points or higher for indicator 3, Determination of Adjusted Income, on SEMAP by reducing the error rate in calculations.
4. Complete 98% or higher of annual Housing Quality Standards inspections within 12 months of their due date.
5. Continue to improve and streamline customer service and communication through improved web features and portals specifically designed to facilitate access to information for owners and tenants.
6. Complete 98% or higher of annual reexaminations prior to the fiscal year-end.

SMALL CITIES

Mission: To administer the Section 8 Program for the City of West Hollywood cost effectively and in compliance with HUD regulations, until all transfers have been completed.

	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Budget
<i>Total Budget:</i>	\$9,546,900	\$9,546,900	\$910,300
<i>Number of Employees:</i>	5.79	5.51	0.55

FY 10-11 Major Accomplishments:

1. Received approval from HUD Headquarters to transfer 5 of the 6 small cities' voucher allocations to the County Section 8 Program.
2. Received High Performer rating under the Section 8 Management Assessment (SEMAP) for the Cities of Lawndale, Paramount, Santa Fe Springs, and West Hollywood which are administered by HACoLA.

FY 11-12 Major Goals:

1. Continue to receive maximum points under SEMAP and a High Performer Rating.
2. Continue to maximize voucher and budget utilization.

SHELTER PLUS CARE

Mission: Provide rental assistance services to low-income individuals with special needs in compliance with HUD regulations.

	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Budget
<i>Total Budget:</i>	\$8,485,700	\$8,488,300	\$8,292,800
<i>Number of Employees:</i>	3.64	3.64	4.00

FY 10-11 Major Accomplishments:

1. Administered 24 grants; 13 five-year grants and 11 one-year grants
2. These grants assisted 801 homeless families with special needs; 341 families under the five-year grants and 460 families under the one-year grants.
3. Maintained an 84% lease up rate for active grants and an 89% budget utilization rate.
4. Completed 98.3% of annual reexaminations.
5. Drawdowns were completed timely on a monthly basis.

FY 11-12 Major Goals:

1. Administer 24 Shelter Plus Care grants to support 801 families; 13 five-year grants will support 341 families and 11 one-year grants will support 460 families.
2. Maintain a 90% lease-up rate for active grants, or a 90% budget utilization rate, whichever is greater.
3. Complete 95% of annual reexaminations.
4. Ensure that all draw downs are completed timely.

MODERATE REHABILITATION PROGRAM

Mission: Provide moderate levels of rehabilitation to private owners in LA County to preserve the housing stock and increase affordability of housing for low income tenants.

	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Budget
<i>Total Budget:</i>	\$2,327,000	\$2,352,800	\$2,972,800
<i>Number of Employees:</i>	2.65	3.54	3.15

FY 10-11 Major Accomplishments:

1. Maintained a 92% occupancy rate and 99.93% budget utilization.
2. Completed 98% of annual reexaminations.
3. Provided increased customer service to Moderate Rehabilitation owners and participants through an owner meeting and tenant briefings.

FY 11-12 Major Goals:

1. Maintain a 95% or better utilization and occupancy rate.
2. Complete 98% of annual reexaminations on time.
3. Continue to provide increased customer service to Moderate Rehabilitation owners and participants through owner meetings and tenant briefings.
4. Complete 100% of contract renewals for Moderate Rehabilitation owners.

VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH)

Mission: Provide rental assistance services to low-income veterans and their families in combination with case management and clinical services through the Department of Veterans Affairs at Veterans Affairs Medical Center (VAMC) supportive services sites.

	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Budget
<i>Total Budget:</i>	\$1,367,800	\$4,702,300	\$4,712,000
<i>Number of Employees:</i>	1.00	1.33	1.00

FY 10-11 Major Accomplishments:

1. Leased up 30% of VASH vouchers.
2. Issued 262 VASH Vouchers overall; 92 were issued this fiscal year.
3. Maintained weekly communications with the VA and provided technical assistance and training to new VA case managers during application sessions.

FY 11-12 Major Goals:

1. Lease-up 50% of issued vouchers.
2. Issue 280 vouchers.
3. Maintain communication with the VA and continue to provide technical assistance to VA staff.

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

Mission: Provide rental assistance services to low-income individuals infected with the AIDS virus in a professional manner and an atmosphere of care and respect for all clients.

	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Budget
<i>Total Budget:</i>	\$548,400	\$547,300	\$308,100
<i>Number of Employees:</i>	1.07	1.07	0.65

FY 10-11 Major Accomplishments:

1. Issued 16 out of the 23 (69%) new HOPWA applicants this HOPWA Program Year.
2. Provided assistance to 15 new clients and 12 rollover HOPWA clients.

FY 11-12 Major Goals:

1. Provide assistance to 15 new and 12 rollover clients.
2. Issue 100% of HOPWA certificates based on current HOPWA Program Year allocation.

- 3. Conversion of all HOPWA participants began at least 3 months prior to their contract expiration.
- 3. Begin the conversion process for 90% of HOPWA participants 3 months prior to their HOPWA contract expiration date.

FAMILY SELF SUFFICIENCY (FSS)

Mission: Reduce the dependency of Section 8 participants on Federal, State, and Local subsidies by linking HCoLA's participants with supportive services and enhance economic independence through community coordinated efforts.

	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Budget
<i>Total Budget:</i>	\$136,000	\$199,400	\$276,000
<i>Number of Employees:</i>	2.00	4.00	2.50

FY 10-11 Major Accomplishments:

- 1. Increased FSS enrollment from 63% last fiscal year to 66% this fiscal year.
- 2. 38% of FSS participants have escrow balances.
- 3. Maintained strong relationships with partnering supportive service agencies and increased partnerships with new agencies through regular participation in the Southern California FSS Collaborative.

FY 11-12 Major Goals:

- 1. Increase FSS enrollment to 80% or more.
- 2. Ensure that at least 30% of FSS participant have escrow balances by the end of the fiscal year.
- 3. Receive at least 8 points on SEMAP in the Family Self Sufficiency category.
- 4. Increase links and partnerships with supportive service agencies to assist FSS participants in completion of their goals related to self-sufficiency.

Family Self-Sufficiency (FSS)

Family self-sufficiency (FSS) is a HUD program for families receiving voucher assistance that encourages communities to develop local strategies to help voucher families obtain employment that will lead to economic independence and self-sufficiency. Public housing agencies (PHAs) work with welfare agencies, schools, businesses, and other local partners to develop a comprehensive program that gives participating FSS family members the skills and experience to enable them to obtain employment that pays a living wage, leading to greater economic independence.



FSS program services may include, but are not limited to:

- child care
- transportation
- household skills and job training
- substance and/or alcohol abuse treatment or counseling
- homeownership counseling

Currently, HACoLA has 472 families participating in the program, with 185 families maintaining an escrow balance.

Shelter Plus Care (S + C)

Shelter Plus Care (S+C) is a program designed to provide housing and supportive services on a long-term basis for homeless persons with disabilities and their families who are living in places not intended for human habitation or in emergency shelters. The program allows for a variety of housing choices, and a range of supportive services funded by other sources, in response to the needs of the hard-to-reach homeless population with disabilities.

The Housing Authority was granted renewal of funds for fifteen (15) S+C grants totaling \$9,376,963 that will support 563 rental assistance units. These grants will assist mentally ill homeless individuals, homeless veterans with chronic substance abuse disorders, and severely mental ill individuals in Los Angeles County.

Veterans Affairs Supportive Housing (VASH)

A program designed to provide rental assistance to homeless veterans and their families in conjunction with case management and clinical services through the Department of Veterans Affairs at Veterans Affairs Medical Center (VAMC) supportive service sites.

The Omnibus Appropriations Act, 2009 (Public Law 111-8) enacted March 11, 2009, provided \$75 million dollars of funding for HUD-VASH vouchers. HACoLA has currently has an allocation of 505 VASH vouchers.

AN OVERVIEW FROM THE DIRECTOR: Maria Badrakhan



The Housing Management Division is one of two Divisions of the Housing Authority responsible for public and affordable housing located throughout Los Angeles County. Our inventory consists of 3,336 rental units located on 70 sites and funded by the federal Conventional Public Housing Program, the low-rent Bonded Housing Program, HUD-insured 221(d)(4) Multi-Family/Section 8 New Construction Program, and the California Rental Housing Construction Program (RHCP).

Program revenue is generated from rental receipts, HUD Operating Subsidy, and various grants to operate and maintain the units in a decent, safe, and sanitary condition. The 2011-2012 Fiscal Year marks the fifth year of conversion to asset management for the public housing program.

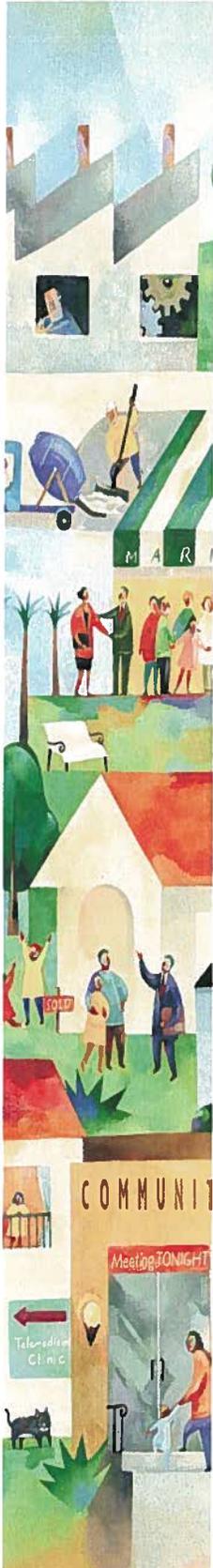
The Division also administers the Capital Fund Program to rehabilitate and modernize public housing. This funding is used to complete physical assessment needs at the sites, and addresses a comprehensive Real Estate Assessment Center (REAC) strategy.

Our goal is to provide effective management, quality housing, and safe environments for low-income families. To achieve this goal, we partner with public and private agencies, and our resident councils. We also provide resident services, community policing, lease enforcement, property maintenance and modernization activities.

Resident Services

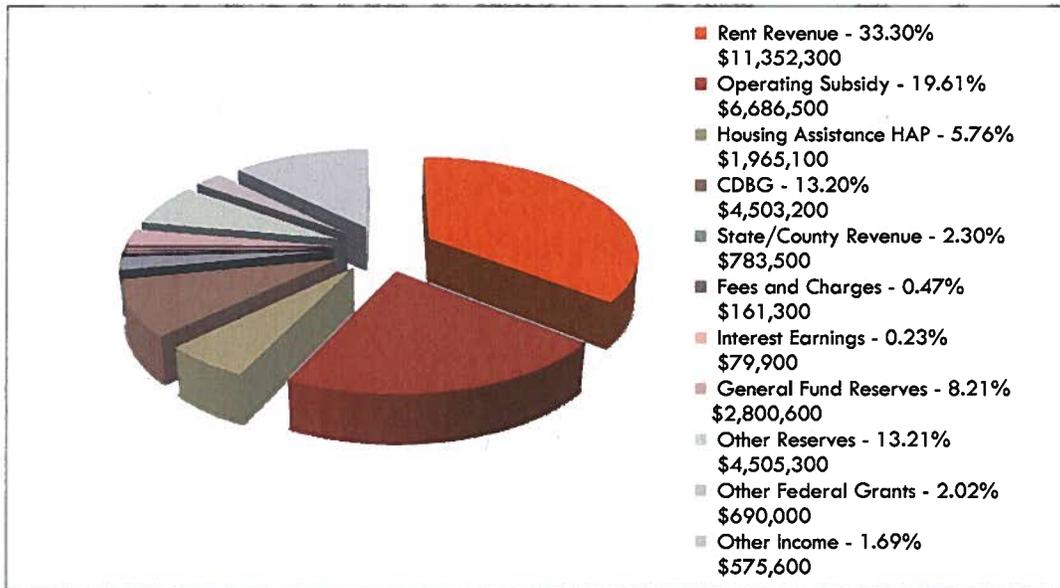
Through funding provided by federal grants, such as the Capital Fund, CDBG and ROSS grant programs, the Division continued to provide residents with educational, recreational and other opportunities to increase self-sufficiency.

The Assisted Living Waiver Pilot Program, the HACoLA Gang Reduction Program and The Growing Experience received the Los Angeles County Quality and Productivity Commission Awards. The Growing Experience also received a County of Los Angeles Green Leadership Award.

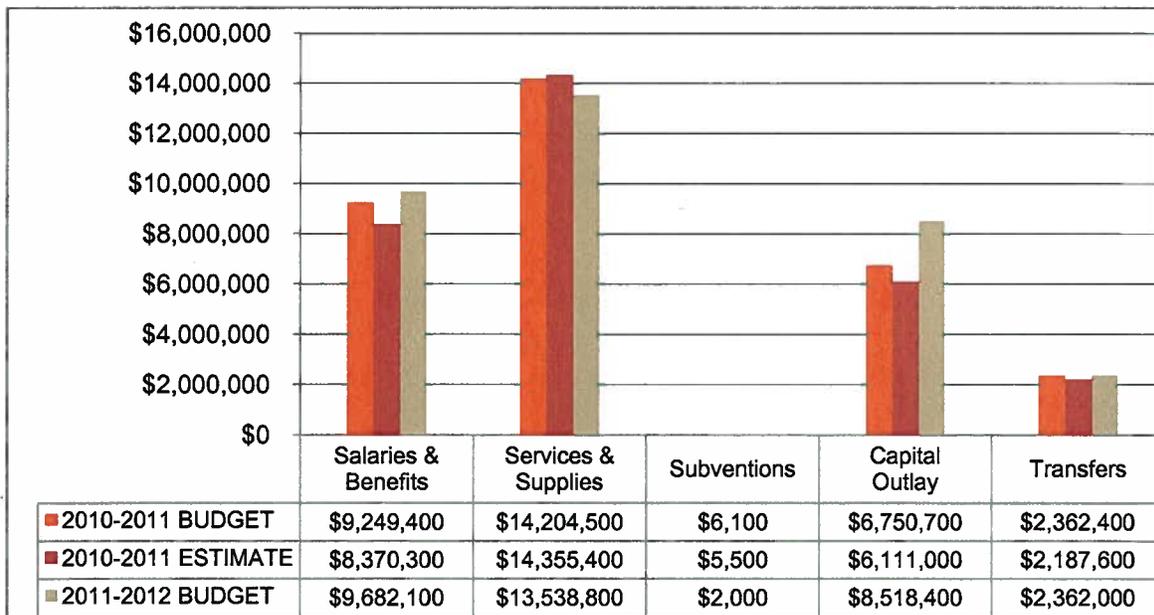


DIVISION BUDGET \$34,103,300

Sources of Funds



Uses of Funds



	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
TOTAL BUDGET	\$32,573,100	\$31,029,800	\$34,103,300
TOTAL EMPLOYEES	133.50	126.00	134.60
Number of Regular Employees	112.50	91.63	96.60
Number of Contract Employees	21.00	34.37	38.00

DEPARTMENT OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS**HOUSING MANAGEMENT CONVENTIONAL & NON-CONVENTIONAL**

Mission: To effectively generate and utilize the resources of the Housing Authority to provide quality affordable housing and expand opportunities to improve the quality of life in housing developments through the involvement of employees, residents and community partners.

	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Budget
<i>Total Budget:</i>	\$29,024,500	\$27,710,000	\$28,996,700
<i>Number of Employees:</i>	113.37	104.52	113.43

FY 10-11 Major Accomplishments:

1. Submitted the HUD Annual Plan and ACOP
2. Provided five (5) program related trainings to all staff.
3. Implemented a handheld inspection tablet system for unit inspections.

FY 11-12 Major Goals:

1. Submit the HUD Annual Plan by the HUD deadline.
2. Provide five (5) program trainings to staff.
3. Implement an online rent payment portal for collection of tenant rents.

CONVENTIONAL HOUSING**FY 10-11 Major Accomplishments:**

1. Averaged an annual Occupancy rate of 98% per AMP.
2. Collected 98% of Tenant Accounts Receivables.
3. Abated 100% of emergency work orders within 24 hours and non-emergency work orders within 3 days.
4. Completed 100% of annual unit inspections for occupied units.
5. Completed 100% of annual re-examinations for assisted families.

FY 11-12 Major Goals:

1. Average an annual occupancy rate of 98% per AMP.
2. Collect 98% of rent billed to tenants and limit delinquent tenant accounts to 1.5%.
3. Ensure accounts payable ratio of less than 0.75.
4. Abate 99% of emergency work orders within 24 hours and complete non-emergency work orders within 10 working days.
5. Achieve an average score of 80 or higher on the annual physical inspection

- 6. Achieved an average score of 81 on the annual HUD-REAC physical inspection of public housing properties.
- 7. Implemented a paperless work order system for Maintenance Workers.

conducted by HUD-REAC and complete 100% annual unit inspections.

- 6. Complete 100% annual re-examinations of assisted families.
- 7. Manage and maintain a standard or high performing public housing development under Asset Management.

NON-CONVENTIONAL HOUSING PROGRAM

FY 10-11 Major Accomplishments:

- 1. Obtained a "Satisfactory" rating on the Management and Occupancy Reviews for both Kings Road and Lancaster Homes.
- 2. Averaged an annual occupancy of 97%.
- 3. Completed 75% of rehabilitation project at Kings Road.
- 4. Completed exterior painting of Lancaster Homes to improve curb appeal.
- 5. Paid off the bond debt on Kings Road and Lancaster Homes.

FY 11-12 Major Goals:

- 1. Obtain a "Satisfactory" rating on the Management and Occupancy Reviews for both Kings Road and Lancaster Homes.
- 2. Average an annual occupancy rate of 97% to maximize income.
- 3. Achieve an average score of 80 or higher on the annual physical inspection conducted by HUD-REAC at Kings Road and Lancaster Homes.
- 4. Complete the interior and exterior rehabilitation project at Kings Road.
- 5. Complete two (2) rehab projects at Lancaster Homes.

GROWING EXPERIENCE

Mission: Provide a "green community" at the Carmelitos public housing development.

	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Budget
<i>Total Budget:</i>	\$242,800	\$266,000	\$265,200
<i>Number of Employees:</i>	2.00	2.00	2.80

FY 10-11 Major Accomplishments:

1. Implemented a Community Supported Agriculture (CSA) with 74 subscribers. Produced approximately 6,000 pounds of sustainably grown fruits and vegetables, which was included as part of the CSA, and sold to local restaurants.
2. Received Los Angeles County Quality & Productivity Commission Award.
3. Received a County of Los Angeles Green Leadership Award.
4. Provided job training to 25 residents through a \$50,000 grant from the City of Long Beach's California Green Jobs Corp Program funded by the American Recovery and Reinvestment Act (ARRA).

FY 11-12 Major Goals:

1. Expand CSA participation to 100 subscribers.
2. Develop value added products to expand GE brand and sales.
3. Provide training to public housing residents in the area of sustainable agriculture.
4. Establish partnerships with the City of Long Beach Office of Sustainability to expand CSA Program.

HOUSING MANAGEMENT SITE IMPROVEMENTS

Mission: To improve various housing developments through construction activities using CDBG funds.

	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Budget
<i>Total Budget:</i>	\$1,047,000	\$1,047,000	\$2,685,000
<i>Number of Employees:</i>	0.10	0.10	0.27

FY 10-11 Major Accomplishments:

1. Completed construction of seven (7) projects at various housing sites.

FY 11-12 Major Goals:

1. Complete construction of thirteen (13) projects at various housing sites.

JUVENILE JUSTICE CRIME PREVENTION PROGRAM (JJCPA)

Mission: To assist at-risk youth and their families in public housing.

	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Budget
<i>Total Budget:</i>	\$480,800	\$406,200	\$398,100
<i>Number of Employees:</i>	4.00	3.42	4.00

FY 10-11 Major Accomplishments:

1. Received a tenth JJCPA grant for \$480,793 to assist 265 participants.

FY 11-12 Major Goals:

1. Continue the JJCPA program at four housing sites.

RESIDENT SERVICES PROGRAMS (RSP)

Mission: To provide needs-based services to public housing residents utilizing various grants, or by connecting the residents to services available through program providers in the community.

	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Budget
<i>Total Budget:</i>	\$1,778,000	\$1,600,600	\$1,758,300
<i>Number of Employees:</i>	14.03	15.96	14.10

FY 10-11 Major Accomplishments:

1. Received Los Angeles County Quality & Productivity Commission Awards for the Assisted Living Waiver Pilot Project.
2. Received a 2010 National Association of Counties (NACO) Achievement Award of Merit for the Assisted Living Waiver Pilot Project.
3. 200 residents participated in the Family Resource Centers, receiving parenting, family, drug counseling, and case management services.
4. Approximately 600 public housing residents participated in educational, recreational, and cultural programs.
5. Provided 440 elderly and disabled persons with Quality of Life Programs and Services.

FY 11-12 Major Goals:

1. Have 200 residents participate in the Family Resource Centers (continuous).
2. Provide education and recreation services to 500 public housing youth.
3. Provide education and work force development Services to 400 public housing adults.
4. Provide 500 elderly and disabled persons with Quality of Life program and services.

NOTE: \$10,000 allocation of Mary B. Henry Community Clinic is included within RSP of the Housing Management's budget for FY 11-12. In FY 10-11, Wilmington Community Clinic entered into a direct contract with CDBG. As a result, Housing Management's budget will decrease over the next couple of years.

THE GROWING EXPERIENCE

The Growing Experience program provides public housing residents with an opportunity to access a community garden in an urban setting while also learning valuable skills in a paid-training program in the multimillion dollar "green industry".

The Growing Experience features a 7-acre urban farm and community garden where sustainably grown produce is provided locally to area residents and restaurants.



The facilities are open for educational tours to community groups and schools, and training programs are provided for low-income youth in the Long Beach area.

The Growing Experience has trained public housing residents in the landscape training program, providing them with classroom knowledge as well as hands-on experience.

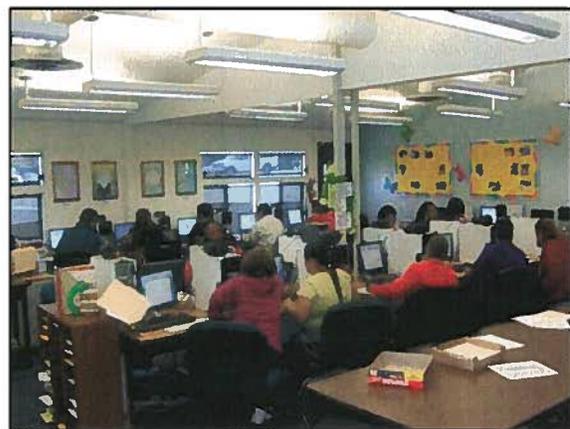


There are 60 individual raised plots for residents to grow their own produce, with a waiting list for more.

RESIDENT SERVICES PROGRAMS

Housing Management Division (HM) Resident Services Programs build, support, and coordinate productive partnerships with educational institutions, community organizations, and local businesses. The Family Learning Centers (FLC) were formed in an effort to meet community needs in the areas of adult education, workforce development, computer literacy, and after school programs for youth. HM currently operates four FLCs in its family public housing developments.

FLC activities include ESL Instruction, adult and youth computer literacy, GED preparation, tutoring, mentoring, and educational field trips. Adult and youth literacy programs are delivered in partnership with local Adult Schools, Occupational Centers, and the local One-Stop Centers.

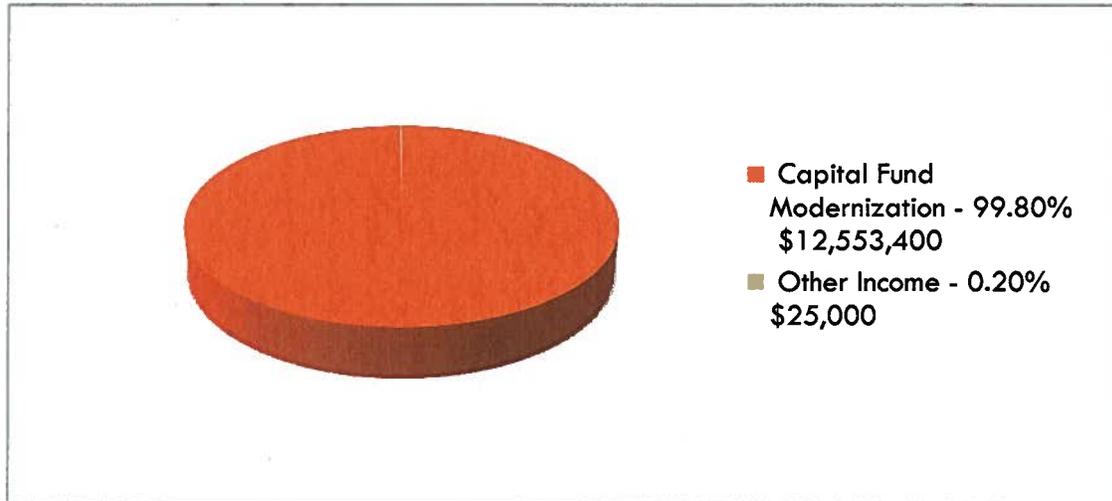


The after school programs provide homework help, literacy activities, age-appropriate enrichment activities, and a healthy afternoon snack in a nurturing environment.

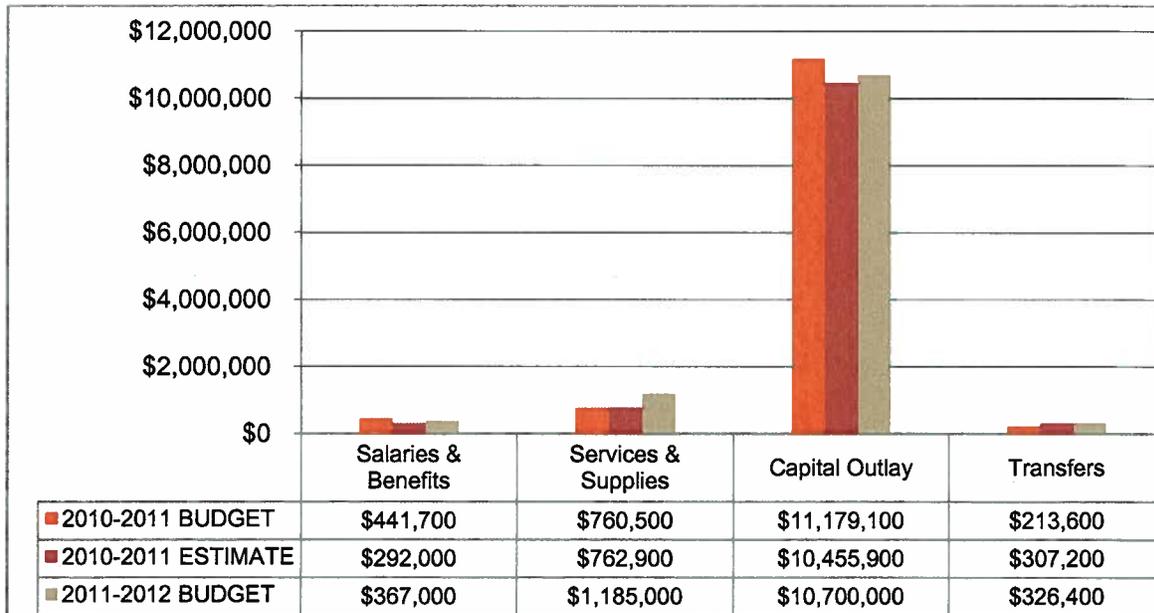
In 2010-2011, our FLCs served over 600 residents residing in Public Housing.

CAPITAL FUND BUDGET \$12,578,400

Sources of Funds



Uses of Funds



	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
TOTAL BUDGET	\$12,594,900	\$11,818,000	\$12,578,400
TOTAL EMPLOYEES	4.10	3.20	3.40
Number of Regular Employees	3.50	2.20	3.40
Number of Contract Employees	0.60	1.00	0.00

CAPITAL FUND OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS

Mission: To implement and administer the Capital Fund Program for modernization of the public housing developments and ensure that funds are obligated and expended in compliance with Federal Regulations.

	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Budget
<i>Total Budget:</i>	\$12,594,900	\$11,818,000	\$12,578,400
<i>Number of Employees:</i>	4.10	3.20	3.40

FY 10-11 Major Accomplishments:

1. Submitted the Annual Statement and updated the 5-Year Action Plan to HUD for the 2010 Capital Fund Program (CFP) for LA County and for the City of Lomita HA.
2. Met 100% of the deadlines for the obligation and expenditure of funds.
3. Ensured timely submission of CFP Amendments to HUD for changes in the approved work items which involved a cumulative amount of more than 10% of the Annual Grant award.
4. Completed 28 construction contracts at various housing sites. Closed the 2006 and 2007 CFP Grant, and the 2006, 2007, and 2008 grants for Lomita.
5. Expended 92% of the American Recovery and Reinvestment Act (ARRA) grant funds and 36% of CFRC grant and completed 100% of the reporting requirements.
6. Conducted 3 resident meetings in preparation for the submittal of the CFP Annual Statement.

FY 11-12 Major Goals:

1. Submit the Annual Statement and update the 5-Year Action Plan to HUD for the 2011 Capital Fund Program for LA County and the City of Lomita HA.
2. Meet 100% of the deadlines for the obligation and expenditure of Capital Fund Grant funds.
3. Ensure timely submission of CFP Amendments to HUD for the approved work items which will involve a cumulative amount of more than 10% of the Annual Grant award.
4. Complete 27 construction contracts at various housing sites. Close the 2008 CFP and 2009 ARRA Grant for HACoLA and 2009 and 2010 CF Grants for City of Lomita HA.
5. Expend 100% of \$7.4M in ARRA grant funds and expend 100% of \$5.9M Competitive CFRC grant funds. Complete and submit 100% reporting requirements.

The Modernization Unit is responsible for the rehabilitation of 2,962 units of public housing located on 72 sites across the County of Los Angeles. Since 2000, the HACoLA has expended \$59 million in Comprehensive Grant Program (CGP) and Comprehensive Improvement Assistance Program (CIAP) and Capital Fund Program (CFP) funds for modernization and rehabilitation activities to maintain decent, safe and sanitary units for families, seniors and persons with disabilities.

On March 18, 2009, HUD allocated to the Housing Authority of the County of Los Angeles Housing Authority approximately \$7,401,512.00 in CFP formula funds authorized under ARRA. On September 29, 2009, HUD awarded the Housing Authority \$5,924,000.00 in Capital Fund Recovery Competitive (CFRC) funds for the Creation of Energy Efficient Green Communities at the Nueva Maravilla housing development.

Housing Authority construction projects funded by ARRA included the replacement and modernization of sidewalks and parking lots at the Carmelitos, Orchard Arms, Harbor Hills and Nueva Maravilla housing developments, American with Disabilities Act (ADA) upgrades, and elevator replacement and modernization at the Whittier Manor and Francisquito Villa housing developments. Through the use of the ARRA funds, the Housing Authority is creating and saving jobs, promoting Buy American and doing our part to ensure the long term economic health of our local community.

The CFRC funds at Nueva Maravilla are being utilized to make this community more energy efficient. Energy efficient upgrades, include roof replacement, refrigerator replacement, a new photovoltaic system, energy saving water heaters, low flow plumbing fixtures, xeriscaping, and conversion to individual unit electric meters.



AN OVERVIEW OF OTHER HOUSING PROGRAMS

Other housing programs Cooperative Extension, the Mary B. Henry Community Clinic, and the Program Compliance Unit. These programs provide guidance and services to the divisions and residents of Los Angeles County, including youth, adults, and seniors living in public housing sites.

Cooperative Extension

The Cooperative Extension program, administered by the University of California (UC), provides educational programs based on UC research for the residents of Los Angeles County on topics including good nutrition, youth development, urban gardening, natural resources issues, and agriculture. Programs are offered free or at low cost to all County residents, and include 4-H, the Master Gardener Program, the Expanded Food and Nutrition Education Program, the Farm Advisor, and the Network for a Healthy California. Special events, including nutrition education and gardening workshops, are offered at County public housing sites as well as many other locations around the County.

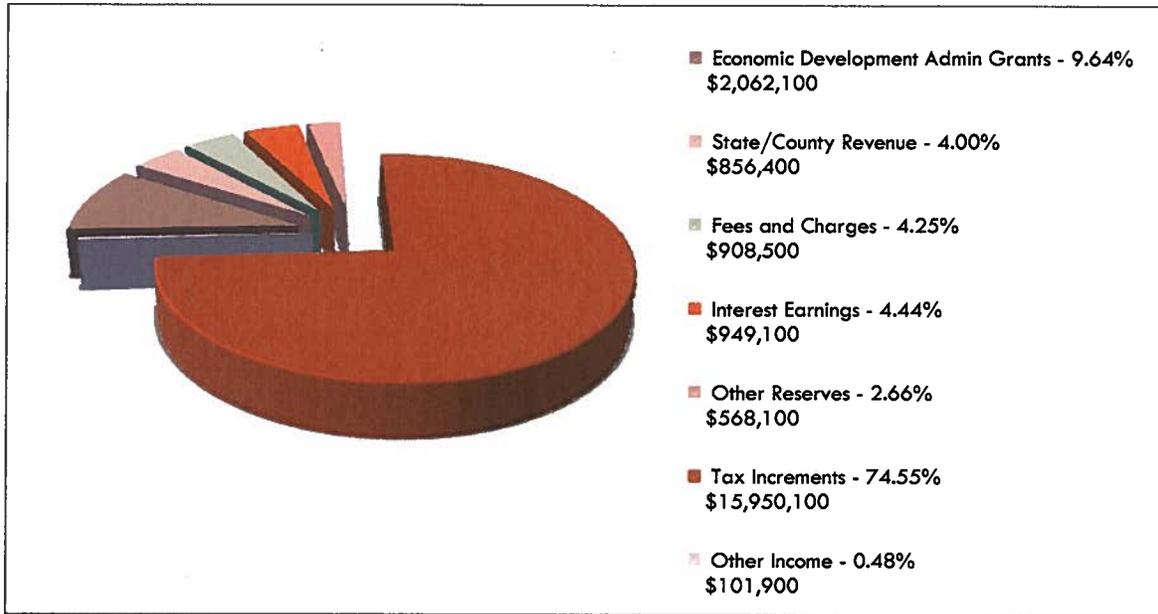
Program Compliance Unit

The Program Compliance Unit (PCU) works closely with the Section 8 and the Public Housing administrative staff and outside agencies to ensure that participants and residents are complying with program requirements as well as federal, state, and local laws. PCU staff respond to allegations about participants and residents suspected of violating the terms of the Section 8 and Public Housing programs, including failure to report income, engaging in criminal activity, housing persons who are not named on the lease, and threatening the health or safety of others or their right to the peaceful enjoyment of their homes.

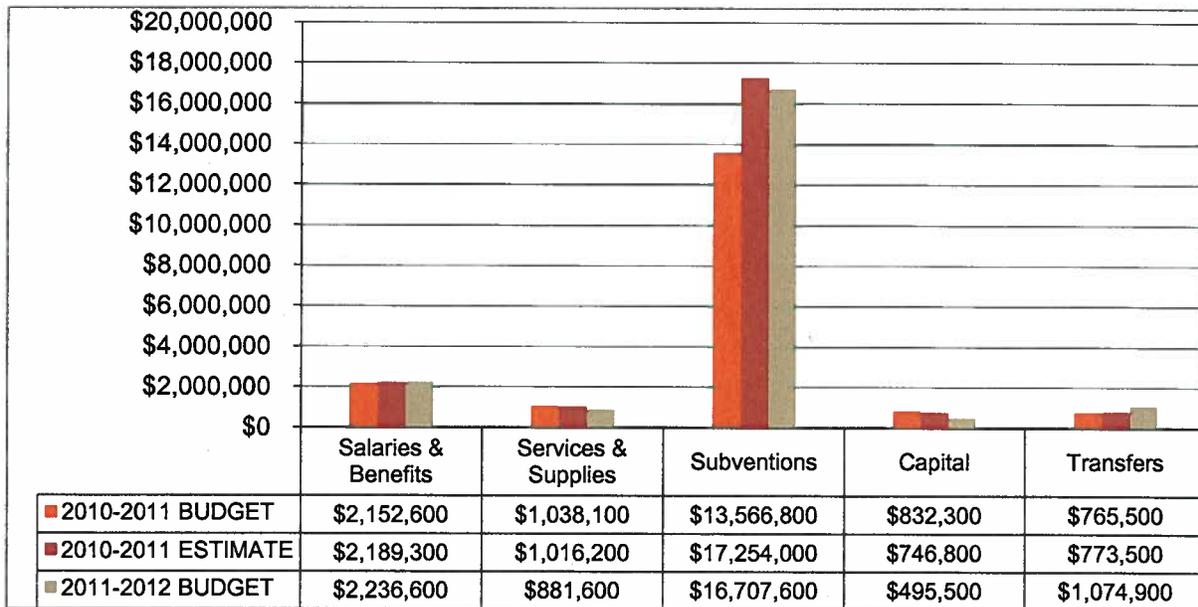


SPECIAL PROGRAMS BUDGET \$21,396,200

Sources of Funds



Uses of Funds



	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
TOTAL BUDGET	\$18,355,300	\$21,979,800	\$21,396,200
TOTAL EMPLOYEES	20.41	20.50	20.55
Number of Regular Employees	14.21	14.30	14.15
Number of Contract Employees	6.20	6.20	6.40

DEPARTMENT OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS

COOPERATIVE EXTENSION

Mission: Provide educational programs and activities in the areas of youth development, urban gardening, nutrition, and consumer science that enable youth and adults to make good decisions and lead better lives.

	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Budget
<i>Total Budget:</i>	\$430,000	\$430,000	\$475,000
<i>Number of Employees:</i>	0.00	0.00	0.00*

FY 10-11 Major Accomplishments:

1. Provided nutrition education/cooking demonstration and physical activity demonstrations at more than 500 sites around the county, at public housing sites, churches, libraries, schools, youth centers, and more. CDC/Housing authority sites served included Carmelitos, Maravilla, and Harbor Hills.
2. Provided gardening advice and workshops to low-income homeowners, community and school gardeners throughout Los Angeles County. CDC/Housing Authority sites served included Nueva Maravilla and Carmelitos.
3. Offered training on watershed management to residents, community agencies, and youth throughout Los Angeles County. CDC/Housing Authority Sites served included Maravilla.

Offered 4-H Youth Development activities for youth ages 5-19 through 50 clubs around Los Angeles County, in after school programs and communities, plus through one-time special events and summer camp. Training provided for youth included goal setting, resume

FY 11-12 Major Goals:

1. Provide educational programs focused on family-related concerns such as food and nutrition, family relationships, food safety, consumer issues, and money management.
2. Through the Expanded Food and Nutrition Education Program (EFNEP), the Food Stamp Nutrition Education Program (FSNEP) and the Network for a Healthy California, teach homemakers with limited incomes how to improve family diets, make better use of available resources, improve their food preparation skills, and eat more fruits and vegetables.
3. Offer nutrition, gardening and consumer science programs designed for and targeted specifically towards seniors living in public housing. Provide on-site workshops for seniors on healthy eating, recipe demonstrations, fitness, and food safety.

*** employees are paid by the UC System to perform these functions.**

writing, and college access.

- 4. Offered consultation upon request to the Growing Experience in Long Beach regarding nursery management, horticultural issues.
- 5. Provided training and technical expertise for members of the landscape industry county-wide through our environmental horticulture program.
- 6. Provided training and technical expertise on agriculture and natural resources issues county-wide through our Farm Advisor and Natural Resources programs.

- 4. Upon request, provide various training including community service, goal setting, college access for teen residents and/or families at CDC sites, 4-H volunteers including education and technical assistance, and youth health and nutrition.
- 5. Provide training, educational materials and technical assistance to family and senior housing residents who want to grow more of their own fruits and vegetables to augment their food budget.

MARY B. HENRY COMMUNITY CLINIC

Mission: To improve access to health care and provide primary care services to low- and moderate-income families who reside in the Second Supervisorial District. Services including child health and immunizations, women’s health services and general medicine will help to promote the well-being of the residents of the Housing Authority’s designated South Scattered Sites area and the surrounding communities.

	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Budget
Total Budget:	\$95,100	\$76,300	\$0
Number of Employees:	0.00	0.00	0.00

FY 10-11 Major Accomplishments:

- 1. Provided health services to 81 clients in eligible areas of the Second Supervisorial District. This program was transferred to Wilmington Clinic for direct contracting with CDBG.
- 2. Projected to reach the targeted goal of serving 100 clients by the end of the program year.

PROGRAM COMPLIANCE UNIT

Mission: Ensure compliance with federal regulations and program requirements to reduce the incidence of fraud and criminal activity among Housing Choice Voucher (Section 8) participants and Public Housing residents.

	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Budget
Total Budget:	\$2,037,100	\$1,987,500	\$1,959,900
Number of Employees:	14.20	14.20	14.40

FY 10-11 Major Accomplishments:

1. Received 1,000 Crime/Fraud Hotline calls. Investigators handled 999 investigations of program violations in the Section 8 housing programs.
2. Completed 4,500 criminal background checks for Section 8 and Public Housing applicants.
3. Terminated benefits of 163 Section 8 participants and 140 Public Housing residents found to be in violation of program regulations.
4. Responded to 60 CCTV requests to document crime at Public Housing sites.
5. Provided and assisted with Section 8 landlord training sessions with six cities.
6. Provided supplemental Section 8 investigative services to four cities.
7. Obtained \$690,554 in criminal court restitution orders from Section 8 participants and identified \$160,000 in Public Housing EIV discrepancies.
8. Community Policing Program had 120 arrests, 600 Housing Violation Forms, and 500 Field Interviews resulting in overall crime reduction at Public Housing sites.

FY 11-12 Major Goals:

1. Respond to 1,000 Crime/Fraud Hot Line referrals within 48 hours, and investigate as appropriate.
2. Provide training to Section 8 landlords and property managers on effective ways to screen tenants.
3. Conduct 4,500 criminal background checks for Section 8 and Public Housing applicants.
4. Conduct compliance checks with participants whose conduct threatens the health, safety, or right to peaceful enjoyment of their premises.
5. Provide Section 8 fraud investigative services to four local municipalities under memoranda of understanding.
6. Operate a countywide CCTV system for the prevention and detection of crime at Public Housing locations.
7. Prepare process for COPLINK cases to be referred to AHD and HMD for appropriate action.
8. Operate countywide Community Policing Program to reduce incidents of criminal activity at Public Housing locations.

CITY OF INDUSTRY TAX INCREMENT

Please see page 9.3 for details on this other housing program which is administered by the Housing Development & Preservation Division. The total budget of \$18,961,300 and 6.15 positions are reflected in the overall budget in this section as well as Section 9: Housing Development & Preservation Division. However, it is not included in the CDC budget.



**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

Sean Rogan
Executive Director

May 25, 2011

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

Dear Commissioners:

**APPROVE JOB ORDER CONTRACT
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of a Job Order Contract (JOC) with MTM Construction, Inc. to provide maintenance, repair, refurbishment, rehabilitation and other repetitive-type work for Housing Authority developments without extensive plans and specifications.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Recommend that the Board of Commissioners approve and authorize the Executive Director or his designee to execute, implement, amend and if necessary terminate a JOC for an amount not to exceed a cumulative total of \$2,000,000 with MTM Construction, Inc. to provide maintenance, repair, refurbishment, rehabilitation and other repetitive-type work at various Housing Authority housing developments in an as-needed basis using public housing operating funds, non-conventional funds and Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD).
2. Recommend that the Board of Commissioners authorize the Executive Director or his designee to issue work orders to MTM Construction, Inc. under the JOC up to but not to exceed the cumulative total of \$2,000,000.

3. Recommend that the Board of Commissioners find that the approval of the JOC is exempt from the provisions of the California Environmental Quality Act (CEQA) because the work includes activities that will not have the potential for causing a significant effect on the environment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

A JOC program is a flexible, cost-effective, unit price, and indefinite quantity contracting method used to effectively and efficiently accomplish maintenance, repair, refurbishment, rehabilitation and other repetitive-type work at Housing Authority developments without extensive plans and specifications. This process reduces administrative requirements, and lowers direct construction costs while meeting all Federal, State, and County procurement requirements.

On January 4, 2011, the Board approved the award of a contract to the Gordian Group for consulting services to assist the Housing Authority with the development, implementation, and support of the JOC program. With the assistance of the Gordian Group consultants, the Housing Authority publicly advertised for bids on an open competitive basis and in accordance with applicable Federal, State, and County requirements, and is recommending award of the JOC to MTM Construction, Inc., the lowest responsive and responsible bidder.

JOC programs have been successfully implemented by the County's Internal Services Department, Department of Public Works and other local and federal agencies.

During the implementation of the JOC pilot program, Housing Authority staff will compare total project delivery costs and project completion schedules on a reasonable range of projects using both JOC methods and the standard procurement process, in order to further evaluate the cost-effectiveness of the JOC program.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The contract will be funded with various program funds allocated by HUD, included in the Housing Authority's approved Fiscal Year 2010-2011 budget and to be included in the Housing Authority's Fiscal Year 2011-2012 budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Housing Authority has selected MTM Construction, Inc. to complete maintenance, repair, refurbishment, rehabilitation and other repetitive-type work at Housing Authority developments under the JOC program. The JOC has been approved as to form by County Counsel and executed by MTM Construction, Inc.

Honorable Housing Commissioners

May 25, 2011

Page 3

The program is being federally funded, and is 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, MTM Construction, Inc. will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

ENVIRONMENTAL DOCUMENTATION

Pursuant to Title 24 of the Code of Federal Regulations, Section 58.34 (a)(3), this action is excluded from the National Environmental Policy Act because it involves activities that will not alter existing environmental conditions. The recommended action is further exempt from the California Environmental Quality Act (CEQA) because it can be seen with certainty that there is no possibility that approval of the projects may have a significant impact on the environment pursuant to Section 15061(b)(3) of the State CEQA Guidelines. The proposed projects are covered by the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Your Board's approval of the JOC does not include approval of work done pursuant to specific work orders. The implementation of each work order under the JOC shall be subject to prior determination and documentation by the Housing Authority that the work is categorically exempt from CEQA. In the event the work is not exempt, your Board will be requested to approve the appropriate environmental finding and any applicable documentation pursuant to CEQA prior to implementation of work orders under the JOC.

CONTRACTING PROCESS

On March 23, 2011, the Housing Authority initiated an outreach to identify a contractor to complete work under the JOC program. Announcements were sent to 25 contractors identified from the Housing Authority's vendor list. Advertisements also appeared in one local newspaper and on the County and Housing Authority websites.

On April 20, 2011, ten bids were received and ten bids were formally opened. The lowest bid, submitted by MTM Construction, Inc., is being recommended for the JOC award.

The Summary of Outreach Activities is provided as Attachment A.

Honorable Housing Commissioners
May 25, 2011
Page 4

IMPACT ON CURRENT PROJECT

The award of this JOC will expedite the completion of maintenance, repair, and refurbishment of the Housing Authority's housing developments and will continue to provide residents with decent, safe and sanitary living conditions.

Respectfully submitted,



for SEAN ROGAN
Executive Director

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Job Order Contract

On March 23, 2011, the following outreach was initiated to identify a contractor for the Job Order Contract Project.

A. Newspaper Advertising

Announcements appeared in the following local newspaper:

Dodge Construction News/Green Sheet

An announcement was also posted on the County and Housing Authority websites.

B. Distribution of Bid Packages

The Housing Authority's vendor list was used to email out Invitations for Bids to 25 contractors, of which 12 identified themselves as businesses owned by minorities or women (private firms which are 60 percent owned by minorities or women, or publicly-owned businesses in which 56 percent of the stock is owned by minorities or women). As a result of the outreach, twenty-three bid packages were requested by contractors.

C. Pre-Bid Conference and Site Walk

On April 6, 2011 a mandatory pre-bid conference was conducted. Twenty-three firms were in attendance.

D. Bid Results

On April 20, 2011, ten bids were received and were formally opened. The bid result was as follows:

<u>Company</u>	<u>Normal Working Hrs.</u>	<u>Other than Normal Working Hrs.</u>	<u>Non Pre-Price</u>	<u>Composite Ratio</u>
MTM Construction, Inc.	0.6600	0.6601	1.1000	0.7040
Angeles Contractor, Inc.	0.6650	0.6651	1.1500	0.7135
Torres Construction	0.6951	0.6951	1.0500	0.7306
Harry H. Joh Construction, Inc.	0.6900	0.6990	1.0800	0.7317
MDI	0.7299	0.7399	1.0500	0.7649
PUB Construction	0.8035	0.8074	1.0500	0.8293
New Creation Builders	0.8700	0.9700	1.1500	0.9280
Worldwide Construction	1.0000	1.0001	1.1500	1.0150
MAK Construction	1.0000	1.1000	1.0500	1.0350
Gibraltar Construction Co. Inc.	1.2000	1.2100	1.2500	1.2080

Contractors provided Adjustment Factors which will be applied to items listed in the Construction Task Catalog (CTC) in order to determine the cost of jobs. MTM Construction, Inc.'s Adjustment Factor of 0.66 indicates that MTM Construction, Inc. will charge the Housing Authority 66% of the listed price for items in the CTC. For items not listed in the CTC, MTM Construction, Inc. will charge the Housing Authority 110% of the total cost.

Normal Working Hours are shifts during the period of 7:00 a.m. to 6:00 p.m. Monday through Friday, except for County of Los Angeles- observed holidays. Other than Normal Working Hours are shifts not covered under Normal Working Hours. For the purposes of determining the low bid, the Normal Working Hours Adjustment Factor was multiplied by 0.60, for the Other Than Normal Working Hours Adjustment factor shall be multiplied by 0.30, and for the Non Pre-Priced items not found in the CTC Adjustment Factor shall be multiplied by 0.10 (the range for the Non Pre-Priced is 1.0500 minimum and 1.2500 is a maximum). These three numbers were summed for a composite bid, and the lowest composite bid was considered the low bid.

E. Minority/Female Participation – Selected Contractor and Subcontractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
MTM Construction Inc.	Minority	Total: 38 36 Minorities 7 Women 95% Minorities 18% Women

F. Minority/Female Participation – Contractors Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Angeles Contractor Inc.	Minority	Total: 38 38 Minorities 6 Woman 100% Minority 16% Women
Torres Contraction Corp.	Minority	Total: 32 26 Minorities 9 Woman 81% Minority 28% Women
Harry H. Joh Construction	Minority	Total: 9 9 Minorities 2 Woman 100% Minority 22% Women

MDI	Minority	Total: 21 14 Minorities 4 Woman 67% Minority 19% Women
PUB Construction	Minority	Total: 10 10 Minorities 2 Woman 100% Minority 20% Women
New Creation Builders	Non-Minority	Total: 20 18 Minorities 3 Woman 90% Minority 15% Women
World Wide Construction	Minority	Total: 4 4 Minorities 0 Woman 100% Minority 0% Women
MAK Construction	Minority	Total: 3 3 Minorities 2 Woman 100% Minority 67% Women
Gibraltar Construction	Non-Minority	Total: 15 1 Minorities 7 Woman 7% Minority 40% Women

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

The recommended award of the JOC 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: Job Order Contract
Location: County of Los Angeles
Bid Number: CDC11-096
Bid Date: April 20, 2011
Contractor: MTM Construction, Inc.
Services: Authorizing the Housing Authority to award a JOC to MTM Construction, Inc. to provide maintenance, repair, refurbishment, rehabilitation and other repetitive-type work at various housing developments of the Housing Authority.

Contract Documents: Part A – Instructions to Bidders and General Conditions; Part B – Construction Task Catalog and Specifications; Part C – Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder.

Time of Commencement and Completion: This is an annual JOC for repair, remodeling or other repetitive work to be done according to unit prices specified in individual Job Orders. The effective date of the JOC shall be the date that the JOC is fully executed. All Job Orders must be issued within one year from the effective date of the Contract. In the event that a Job Order has been timely issued within such one year period, but the work has not been completed within such period, the work may be completed thereafter, subject to all provisions of this JOC."

Liquidated Damages: Should the Contractor fail to substantially complete the work specified in the Job Order in accordance with the approved construction schedule, and provided the Contractor has not previously obtained a written extension of time from the Contracting Officer according to the General Conditions, a sum appropriate with the following schedule may be deducted from each succeeding request for payment as liquidated damages on each Work Order if applicable.

SCHEDULE FOR LIQUIDATED DAMAGES

Work Order Price	Liquidated Damages Per Day
Up to \$100,000	\$500
\$100,001 to \$500,000	\$750
over \$500,000	To Be Determined

JOC Value: The maximum dollar value of this JOC is \$2,000,000, and for a 12 month contractual period. There is a \$10,000 guaranteed minimum quantity or value of work to be ordered under this JOC; and there is no minimum value for individual Job Orders issued under this JOC.



**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

Sean Rogan
Executive Director

May 25, 2011

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

Dear Commissioners:

**APPROVE MEMORANDUM OF UNDERSTANDING WITH THE
CITY OF BELLFLOWER FOR HOUSING PROGRAM INVESTIGATIONS
(DISTRICT 4)**

SUBJECT

This letter recommends approval of a Memorandum of Understanding (MOU) with the City of Bellflower, which will enable the Housing Authority to continue investigations of the Section 8 Housing Choice Voucher Program and other housing programs, to ensure that landlords and tenants comply with program regulations.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners approve and authorize the Executive Director to execute an MOU with the City of Bellflower, under which the Housing Authority will provide investigative services and receive \$30,000 from the City of Bellflower, for a total contract amount of \$30,000, to be effective following approval as to form by County Counsel and execution by the parties.
2. Authorize the Executive Director to execute amendments to the MOU to include minor administrative changes, and to extend the time of performance for a maximum of four years, in one-year increments; and authorize the Executive Director to incorporate funds received from the City of Bellflower into future approved Housing Authority budgets, for the purpose described above.
3. Recommend that the Board of Commissioners find that approval of the MOU is not subject to the provisions of the California Environmental

Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to provide investigations of Housing Program participants for 12 months within the City of Bellflower.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. For the first year, the City of Bellflower will provide \$30,000 which will be included for approval through the Housing Authority's Fiscal Year 2011-2012 annual budget process. Funds for future years will be included through the Commission's annual budget approval process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Since 1994, cooperation agreements have been entered into with the City of Bellflower, permitting the Housing Authority to administer the Section 8 Program within the jurisdiction. Under separate agreements, the Housing Authority also investigates participating landlords and tenants to ensure compliance with program regulations and local and federal laws. The new MOU will continue these investigations for 12 months, using the services of investigative staff.

The City of Bellflower will receive the services of one part-time as-needed investigator supervisor for a total cost not to exceed \$3,403 and one part-time investigator working a maximum of 520 hours annually for a total cost not to exceed \$28,149.

The Housing Authority will provide the following services: conduct investigations of suspected program violations; interview witnesses and review files, public records and other documents; prepare written reports and maintain activity logs; prepare cases involving program violations for administrative action; testify at criminal and administrative hearings; participate in crime prevention task forces; conduct fraud awareness training for City law enforcement officers and other officials; prepare monthly investigation reports; address quality of life issues; and perform other related duties.

The MOU includes mutual indemnification language providing for the City of Bellflower and the Housing Authority to defend and hold harmless and indemnify each other. This language has been incorporated into agreements with other jurisdictions that provide for administration of the Section 8 Program within those jurisdictions.

Honorable Housing Commissioners

May 25, 2011

Page 3

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 on or result in any physical changes to the environment. The activity is not subject to the provisions of CEQA pursuant to State CEQA Guidelines, Section 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

The services are a deterrent to program fraud and other criminal activity.

Respectfully submitted,



for SEAN ROGAN
Executive Director

Enclosures

**Memorandum of Understanding By and Between
The Housing Authority of the County of Los Angeles and the
City of Bellflower for Section 8 Program Investigative Services**

This Memorandum of Understanding ("MOU") is made and entered into this ____ day of _____, 2011, by and between the Housing Authority of the County of Los Angeles (the "Housing Authority") and the City of Bellflower (the "City").

Whereas, on October 18, 1994, and continuing, the Housing Authority and the City have entered into annual Cooperation Agreements whereby the Housing Authority administers the Housing Choice Voucher Program (Section 8) and other housing programs within the City (the "Programs"), pursuant to Title II of the Housing Authority and Community Development Act of 1974, as amended, and Section 34200 et. Seq. of the California Health and Safety Code; and

Whereas, the Housing Authority operates the Programs within the City using funds allocated by the U.S. Department of Housing and Urban Development ("HUD"), and monitors the compliance of participants with regulations established by HUD and the Housing Authority; and

Whereas, the Housing Authority on an ongoing basis performs investigations to ensure that participants comply with said regulations, and that participants are not involved in criminal or other activity that may negatively impact the Program; and

Whereas, on March 14, 2006, and continuing, the Housing Authority and the City have entered into agreements that have permitted the Housing Authority to perform investigative services within the City; and

Whereas, the Housing Authority and the City wish to enter into the following MOU to continue additional investigative services for twelve (12) months, with funds provided by the City.

NOW THEREFORE, it is agreed between the parties as follows:

1. Investigative Activities

This MOU shall provide for additional investigative services to address violations related to the Section 8 programs administered by the Housing Authority within the City.

2. Term

This MOU shall commence as of the day and year first above written and shall remain in full force for a period of twelve (12) months, from July 1, 2011 through June 30, 2012, unless sooner terminated as provided herein. The MOU may be renewed by written amendment duly executed by the parties, for an additional four (4) years, in one-year increments.

3. Termination

This MOU may be terminated by either party with ten (10) days' written notice transmitted to the addresses provided in Paragraph 6 below.

4. City Responsibilities

The City shall provide to the Housing Authority a total of \$30,000 for a total contract amount of \$30,000 for the following personnel who shall perform services under this MOU:

Part-time Investigator Supervisor (1) will supervise the work of one part-time Investigator, as needed, at a total cost not exceeding \$3,403 for the MOU term.

Part-time Investigator (1) will provide a total of 10 hours of investigative services per week (520 per year) at a total cost not exceeding \$28,149 for the MOU term.

The City shall make its staff available to the Housing Authority, as necessary to address Program-related violations and criminal activity and to carry out corrective measures.

The City warrants that all services performed by its employees under this MOU shall be carried out in accordance with all applicable federal, states and County laws and regulations.

The City shall receive from the Housing Authority bi-monthly invoices identifying the number of hours and description of investigative services performed and associated costs. The City will pay the Housing Authority within thirty (30) days of receipt and approval of each said invoice.

5. Housing Authority Responsibilities

The Housing Authority shall recruit and retain the services of qualified persons to perform the services described in Paragraphs 4 and 5.

The Investigator Supervisor shall be an employee of the Housing Authority and shall perform the following: manage the daily operations of the fraud investigations program; supervise and schedule work assignments of the part-time investigator; serve as liaison to the City and the County Sheriff's Department; compile statistical data for the monthly program reports; and perform other related duties.

The investigators shall be employees of the Housing Authority and shall perform the following: conduct investigations of suspected violations of the programs administered by the Housing Authority; gather information through interviewing witnesses, and reviewing files, public records and other documents; prepare written reports and maintain statistical activity logs; prepare cases involving program violations for administrative action; testify in administrative and criminal hearings; participate in any crime prevention task forces; conduct fraud awareness training for law enforcement officers and other officials; prepare monthly reports on investigative activities for submission to the City; address quality of life issues and perform regulation enforcement; and perform other related duties and tasks.

The above personnel shall be under the supervision of the Housing Authority, and not under the supervision or training of the City. The Housing Authority warrants that all services performed by its investigators under this MOU shall be performed in compliance with all applicable federal, state and County laws and regulations.

The Housing Authority shall administer the funds provided by the City to conduct the services described above. All services to be provided by the Housing Authority and related expenses are included within the bi-monthly sum to be paid by the City, and there shall be no additional cost to the City for services provided pursuant to this MOU. In the event of termination of the MOU, as provided herein, the City shall be responsible for all fees and costs incurred through the effective date of termination.

The Housing Authority shall submit bi-monthly statements to the City identifying the number of hours provided, description of investigative sources and associated costs.

6. Notices

Notices provided for in this MOU shall be in writing and shall be addressed to the person intended to receive the same, at the following addresses:

The Housing Authority: Sean Rogan
Executive Director
The Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park CA 91755

The City: Michael J. Egan, City Manager
City of Bellflower
16600 Civic Center Drive
Bellflower, CA 90706

Notices addressed as above provided shall be deemed delivered three (3) business days after mailed by U.S. mail or when delivered in person with written acknowledgement of the receipt thereof. The Housing Authority and the City may designate a different address or addresses for notices to be sent by giving written notice of such change of address to all other parties entitled to receive notice.

7. Indemnification

The Housing Authority shall be responsible for and shall defend and hold harmless and indemnify the City, its elected and appointed officials, employees and agents from all costs and claims for damages whatsoever by any third party relating to or resulting from the actions of the Housing Authority, its agents, employees and investigators, in relation to the rendition of services pursuant to this MOU.

The City shall be responsible for and shall defend and hold harmless and indemnify the Housing Authority, the Community Development Commission and the County of Los Angeles, and its elected and appointed officials, employees and agents from all costs and claims for damages whatsoever by any third party relating to or resulting from the actions of the City arising out of or in connection with the services, work, operation of activities of the City, its agents, employees and officials, in relation to the rendition of services pursuant to this MOU.

8. Entire Document

This MOU constitutes the entire understanding and agreement of the parties.

9. Authority

Each of the parties represents and warrants that the person entering into this MOU on behalf of such party is duly authorized to enter into this MOU on behalf of the party.

10. Counterparts

This MOU may be executed by the parties in counterparts, which counterparts shall be construed together and have the same effect as if all of the parties had executed the same instrument.

[END OF TERMS AND CONDITIONS]

SIGNATURES

IN WITNESS WHEREOF, this Memorandum of Understanding is executed by the parties hereto, by their respective officers thereunto duly authorized as follows:

THE HOUSING AUTHORITY OF THE
COUNTY OF LOS ANGELES

CITY OF BELLFLOWER

By _____
SEAN ROGAN
Executive Director

By _____
MICHAEL J. EGAN
City Manager

APPROVED AS TO FORM:
Andrea Sheridan Ordin
County Counsel

APPROVED AS TO FORM:
Office of the City Attorney

By: _____
Deputy

By: _____
City Attorney

ATTEST:

City Clerk



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

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

Sean Rogan
Executive Director

May 25, 2011

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

Dear Commissioners:

**APPROVE MEMORANDUM OF UNDERSTANDING WITH THE
CITY OF LANCASTER FOR HOUSING PROGRAM INVESTIGATIONS
(DISTRICT 5)**

SUBJECT

This letter recommends approval of a Memorandum of Understanding (MOU) with the City of Lancaster, which will enable the Housing Authority to continue investigations of the Section 8 Housing Choice Voucher Program and other housing programs, to ensure that landlords and tenants comply with program regulations.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners approve and authorize the Executive Director to execute an MOU with the City of Lancaster, under which the Housing Authority will provide investigative services and receive \$98,685 from the City of Lancaster and \$98,685 in County Economic Development Funds allocated to the Fifth Supervisorial District, for a total contract amount of \$197,370, to be effective following approval as to form by County Counsel and execution by the parties.
2. Authorize the Executive Director to execute amendments to the MOU to include minor administrative changes, and to extend the time of performance for a maximum of four years, in one-year increments; and authorize the Executive Director to incorporate funds received from the City of Lancaster into future approved Housing Authority budgets, and to utilize County funds incorporated through the annual budget process, for the purpose described above.

3. Recommend that the Board of Commissioners find that approval of the MOU is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to provide investigations of Housing Program participants for 12 months within the City of Lancaster and surrounding areas.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The City of Lancaster will provide \$98,685 and the Fifth Supervisorial District will provide \$98,685 in County Economic Development Funds. The funds for the first year will be included for approval through the Housing Authority's Fiscal Year 2011-2012 annual budget process. Funds for future years will be included through the Housing Authority's annual budget approval process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Since 1978, cooperation agreements have been entered into with the City of Lancaster, permitting the Housing Authority to administer the Section 8 Program within the jurisdiction. Under separate agreements, the Housing Authority also investigates participating landlords and tenants to ensure compliance with program regulations and local and federal laws. The new MOU will continue these investigations for 12 months, using the services of investigative staff.

The City of Lancaster and the unincorporated Antelope Valley will receive the services of one part-time as-needed investigator supervisor for a total cost not to exceed \$13,611 and two part-time investigators working a maximum of 3,328 hours annually for a total cost not to exceed \$177,759.

The Housing Authority will provide the following services: conduct investigations of suspected program violations; interview witnesses and review files, public records and other documents; prepare written reports and maintain activity logs; prepare cases involving program violations for administrative action; testify at criminal and administrative hearings; participate in crime prevention task forces; conduct fraud awareness training for City and County law enforcement officers and other officials; prepare monthly investigation reports; address quality of life issues; and perform other related duties.

The MOU includes mutual indemnification language providing for the City of Lancaster and the Housing Authority to defend and hold harmless and indemnify each other. This language has been incorporated into agreements with other jurisdictions that provide for administration of the Section 8 Program within those jurisdictions.

Honorable Housing Commissioners
May 25, 2011
Page 3

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 on or result in any physical changes to the environment. The activity is not subject to the provisions of CEQA pursuant to State CEQA Guidelines, Section 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

The services are a deterrent to program fraud and other criminal activity.

Respectfully submitted,



for
SEAN ROGAN
Executive Director

Enclosures

**Memorandum of Understanding By and Between
The Housing Authority of the County of Los Angeles and the
City of Lancaster for Section 8 Program Investigative Services**

This Memorandum of Understanding ("MOU") is made and entered into this ____ day of _____, 2011, by and between the Housing Authority of the County of Los Angeles (the "Housing Authority") and the City of Lancaster (the "City").

Whereas, on August 21, 1978, and continuing, the Housing Authority and the City have entered into annual Cooperation Agreements whereby the Housing Authority administers the Housing Choice Voucher Program (Section 8) and other housing programs within the City (the "Programs"), pursuant to Title II of the Housing Authority and Community Development Act of 1974, as amended, and Section 34200 et. Seq. of the California Health and Safety Code; and

Whereas, the Housing Authority operates the Programs within the City using funds allocated by the U.S. Department of Housing and Urban Development ("HUD"), and monitors the compliance of participants with regulations established by HUD and the Housing Authority; and

Whereas, the Housing Authority on an ongoing basis performs investigations to ensure that participants comply with said regulations, and that participants are not involved in criminal or other activity that may negatively impact the Program; and

Whereas, on November 4, 2004, and on September 1, 2008 and continuing, the Housing Authority and the City have entered into agreements that have permitted the Housing Authority to perform investigative services within the City and the unincorporated Antelope Valley area of the County of Los Angeles (the "County"); and

Whereas, the Housing Authority and the City wish to enter into the following MOU to continue additional investigative services for twelve (12) months, with funds provided by the County and the City.

NOW THEREFORE, it is agreed between the parties as follows:

1. Investigative Activities

This MOU shall provide for additional investigative services to address violations related to the Section 8 programs administered by the Housing Authority within the City and the unincorporated Antelope Valley area of the County.

2. Term

This MOU shall commence as of the day and year first above written and shall remain in full force for a period of twelve (12) months, from July 1, 2011 through June 30, 2012, unless sooner terminated as provided herein. The MOU may be renewed by written amendment duly executed by the parties, for an additional four (4) years, in one-year increments.

3. Termination

This MOU may be terminated by either party with ten (10) days' written notice transmitted to the addresses provided in Paragraph 6 below.

4. City Responsibilities

The City shall provide to the Housing Authority a total of \$98,685 to be used in conjunction with \$98,685 allocated by the County, for a total contract amount of \$197,370, for the following personnel who shall perform services under this MOU:

Part-time Investigator Supervisor (1) will supervise the work of the two part-time Investigators, as needed, at a total cost not exceeding \$13,611 for the MOU term.

Part-time Investigators (2) will provide a total of 64 hours of investigative services per week (3,328 per year) at a total cost not exceeding \$177,759 for the MOU term.

The City shall make its staff available to the Housing Authority, as necessary to address Program-related violations and criminal activity and to carry out corrective measures.

The City warrants that all services performed by its employees under this MOU shall be carried out in accordance with all applicable federal, states and County laws and regulations.

The City shall receive from the Housing Authority bi-monthly invoices identifying the number of hours and description of investigative services performed and associated costs. The City will pay the Housing Authority within thirty (30) days of receipt and approval of each said invoice.

5. Housing Authority Responsibilities

The Housing Authority shall recruit and retain the services of qualified persons to perform the services described in Paragraphs 4 and 5.

The Investigator Supervisor shall be an employee of the Housing Authority and shall perform the following: manage the daily operations of the fraud investigations program; supervise and schedule work assignments of the two part-time investigators; serve as liaison to the City and the County Sheriff's Department; compile statistical data for the monthly program reports; and perform other related duties.

The investigators shall be employees of the Housing Authority and shall perform the following: conduct investigations of suspected violations of the programs administered by the Housing Authority; gather information through interviewing witnesses, and reviewing files, public records and other documents; prepare written reports and maintain statistical activity logs; prepare cases involving program violations for administrative action; testify in administrative and criminal hearings; participate in any crime prevention task forces; conduct fraud awareness training for law enforcement officers and other officials; prepare monthly reports on investigative activities for submission to the City; address quality of life issues and perform regulation enforcement; and perform other related duties and tasks.

The above personnel shall be under the supervision of the Housing Authority, and not under the supervision or training of the City. The Housing Authority warrants that all services performed by its investigators under this MOU shall be performed in compliance with all applicable federal, state and County laws and regulations.

The Housing Authority shall administer the funds provided by the City to conduct the services described above. All services to be provided by the Housing Authority and related expenses are included within the bi-monthly sum to be paid by the City, and there shall be no additional cost to the City for services provided pursuant to this MOU. In the event of termination of the MOU, as provided herein, the City shall be responsible for all fees and costs incurred through the effective date of termination.

The Housing Authority shall submit bi-monthly statements to the City identifying the number of hours provided, description of investigative sources and associated costs.

6. Notices

Notices provided for in this MOU shall be in writing and shall be addressed to the person intended to receive the same, at the following addresses:

The Housing Authority: Sean Rogan
Executive Director
The Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park CA 91755

City of Lancaster
MOU Between City and Housing Authority
Page 4 of 5

The City: Mark Bozigian, City Manager
City of Lancaster
44933 North Fern Avenue
Lancaster, CA 93534-2461

Notices addressed as above provided shall be deemed delivered three (3) business days after mailed by U.S. mail or when delivered in person with written acknowledgement of the receipt thereof. The Housing Authority and the City may designate a different address or addresses for notices to be sent by giving written notice of such change of address to all other parties entitled to receive notice.

7. Indemnification

The Housing Authority shall be responsible for and shall defend and hold harmless and indemnify the City, its elected and appointed officials, employees and agents from all costs and claims for damages whatsoever by any third party relating to or resulting from the actions of the Housing Authority, its agents, employees and investigators, in relation to the rendition of services pursuant to this MOU.

The City shall be responsible for and shall defend and hold harmless and indemnify the Housing Authority, the Community Development Commission and the County of Los Angeles, and its elected and appointed officials, employees and agents from all costs and claims for damages whatsoever by any third party relating to or resulting from the actions of the City arising out of or in connection with the services, work, operation of activities of the City, its agents, employees and officials, in relation to the rendition of services pursuant to this MOU.

8. Entire Document

This MOU constitutes the entire understanding and agreement of the parties.

9. Authority

Each of the parties represents and warrants that the person entering into this MOU on behalf of such party is duly authorized to enter into this MOU on behalf of the party.

10. Counterparts

This MOU may be executed by the parties in counterparts, which counterparts shall be construed together and have the same effect as if all of the parties had executed the same instrument.

SIGNATURES

IN WITNESS WHEREOF, this Memorandum of Understanding is executed by the parties hereto, by their respective officers thereunto duly authorized as follows:

THE HOUSING AUTHORITY OF THE
COUNTY OF LOS ANGELES

CITY OF LANCASTER

By _____
SEAN ROGAN
Executive Director

By _____
MARK BOZIGIAN
City Manager

APPROVED AS TO FORM:
Andrea Sheridan Ordin
County Counsel

APPROVED AS TO FORM:
Office of the City Attorney

By: _____
Deputy

By: _____
City Attorney

ATTEST:

City Clerk



**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

Sean Rogan
Executive Director

May 25, 2011

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

Dear Commissioners:

**APPROVE MEMORANDUM OF UNDERSTANDING WITH THE
CITY OF PALMDALE FOR HOUSING PROGRAM INVESTIGATIONS
(DISTRICT 5)**

SUBJECT

This letter recommends approval of a Memorandum of Understanding (MOU) with the City of Palmdale, which will enable the Housing Authority to continue investigations of the Section 8 Housing Choice Voucher Program and other housing programs, to ensure that landlords and tenants comply with program regulations.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners approve and authorize the Executive Director to execute an MOU with the City of Palmdale, under which the Housing Authority will provide investigative services and receive \$62,000 from the City of Palmdale and \$62,000 in County Economic Development Funds allocated to the Fifth Supervisorial District, for a total contract amount of \$124,000, to be effective following approval as to form by County Counsel and execution by the parties.
2. Authorize the Executive Director to execute amendments to the MOU to include minor administrative changes, and to extend the time of performance for a maximum of four years, in one-year increments; and authorize the Executive Director to incorporate funds received from the City of Palmdale into future approved Housing Authority budgets, and to utilize County funds incorporated through the annual budget process, for the purpose described above.



3. Recommend that the Board of Commissioners find that approval of the MOU is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to provide investigations of Housing Program participants for 12 months within the City of Palmdale and surrounding areas.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The City of Palmdale will provide \$62,000 and the Fifth Supervisorial District will provide \$62,000 in County Economic Development Funds. The funds for the first year will be included for approval through the Housing Authority's Fiscal Year 2011-2012 annual budget process. Funds for future years will be included through the Housing Authority's annual budget approval process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Since 1994, cooperation agreements have been entered into with the City of Palmdale, permitting the Housing Authority to administer the Section 8 Program within the jurisdiction. Under separate agreements, the Housing Authority also investigates participating landlords and tenants to ensure compliance with program regulations and local and federal laws. The new MOU will continue these investigations for 12 months, using the services of investigative staff.

The City of Palmdale and the unincorporated areas served by the Palmdale Station of the County Sheriff's Department will receive the services of one part-time as-needed investigator supervisor for a total cost not to exceed \$6,805 and one full-time investigator working a maximum of 2,080 hours annually for a total cost not to exceed \$110,947.

The Housing Authority will provide the following services: conduct investigations of suspected program violations; interview witnesses and review files, public records and other documents; prepare written reports and maintain activity logs; prepare cases involving program violations for administrative action; testify at criminal and administrative hearings; participate in crime prevention task forces; conduct fraud awareness training for City and County law enforcement officers and other officials; prepare monthly investigation reports; address quality of life issues; and perform other related duties.

The MOU includes mutual indemnification language providing for the City of Palmdale and the Housing Authority to defend and hold harmless and indemnify each other. This

Honorable Housing Commissioners
May 25, 2011
Page 3

language has been incorporated into agreements with other jurisdictions that provide for administration of the Section 8 Program within those jurisdictions.

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 on or result in any physical changes to the environment. The activity is not subject to the provisions of CEQA pursuant to State CEQA Guidelines, Section 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

The services are a deterrent to program fraud and other criminal activity.

Respectfully submitted,



for SEAN ROGAN
Executive Director

Enclosures

**Memorandum of Understanding By and Between
The Housing Authority of the County of Los Angeles and the
City of Palmdale for Section 8 Program Investigative Services**

This Memorandum of Understanding ("MOU") is made and entered into this ____ day of _____, 2011, by and between the Housing Authority of the County of Los Angeles (the "Housing Authority") and the City of Palmdale (the "City").

Whereas, on October 18, 1994, and continuing, the Housing Authority and the City have entered into annual Cooperation Agreements whereby the Housing Authority administers the Housing Choice Voucher Program (Section 8) and other housing programs within the City (the "Programs"), pursuant to Title II of the Housing Authority and Community Development Act of 1974, as amended, and Section 34200 et. Seq. of the California Health and Safety Code; and

Whereas, the Housing Authority operates the Programs within the City using funds allocated by the U.S. Department of Housing and Urban Development ("HUD"), and monitors the compliance of participants with regulations established by HUD and the Housing Authority; and

Whereas, the Housing Authority on an ongoing basis performs investigations to ensure that participants comply with said regulations, and that participants are not involved in criminal or other activity that may negatively impact the Program; and

Whereas, on November 4, 2004, and on September 1, 2008 and continuing, the Housing Authority and the City have entered into agreements that have permitted the Housing Authority to perform investigative services within the City and the unincorporated areas of the County of Los Angeles (the "County") serviced by the Palmdale Station of the County Sheriff's Department; and

Whereas, the Housing Authority and the City wish to enter into the following MOU to continue additional investigative services for twelve (12) months, with funds provided by the County and the City;

NOW THEREFORE, it is agreed between the parties as follows:

1. Investigative Activities

This MOU shall provide for additional investigative services to address violations related to the Section 8 programs administered by the Housing Authority within the City and the unincorporated areas serviced by the Palmdale Station of the County Sheriff's Department.

2. Term

This MOU shall commence as of the day and year first above written and shall remain in full force for a period of twelve (12) months, from July 1, 2011 through June 30, 2012, unless sooner terminated as provided herein. The MOU may be renewed by written amendment duly executed by the parties, for an additional four (4) years, in one-year increments.

3. Termination

This MOU may be terminated by either party with ten (10) days' written notice transmitted to the addresses provided in Paragraph 6 below.

4. City Responsibilities

The City shall provide to the Housing Authority a total of \$62,000 to be used in conjunction with \$62,000 allocated by the County, for a total contract amount of \$124,000, for the following personnel who shall perform services under this MOU:

Part-time Investigator Supervisor (1) will supervise the work of one full-time Investigator, as needed, at a total cost not exceeding \$6,805 for the MOU term.

Full-time Investigator (1) will provide a total of 40 hours of investigative services per week (2,080 per year) at a total cost not exceeding \$110,947 for the MOU term.

The City shall make its staff available to the Housing Authority, as necessary to address Program-related violations and criminal activity and to carry out corrective measures.

The City warrants that all services performed by its employees under this MOU shall be carried out in accordance with all applicable federal, states and County laws and regulations.

The City shall receive from the Housing Authority bi-monthly invoices identifying the number of hours and description of investigative services performed and associated costs. The City will pay the Housing Authority within thirty (30) days of receipt and approval of each said invoice.

5. Housing Authority Responsibilities

The Housing Authority shall recruit and retain the services of qualified persons to perform the services described in Paragraphs 4 and 5.

The Investigator Supervisor shall be an employee of the Housing Authority and shall perform the following: manage the daily operations of the fraud investigations program; supervise and schedule work assignments of the two part-time investigators; serve as liaison to the City and the County Sheriff's Department; compile statistical data for the monthly program reports; and perform other related duties.

The Investigator shall be an employee of the Housing Authority and shall perform the following: conduct investigations of suspected violations of the programs administered by the Housing Authority; gather information through interviewing witnesses, and reviewing files, public records and other documents; prepare written reports and maintain statistical activity logs; prepare cases involving program violations for administrative action; testify in administrative and criminal hearings; participate in any crime prevention task forces; conduct fraud awareness training for law enforcement officers and other officials; prepare monthly reports on investigative activities for submission to the City; address quality of life issues and perform regulation enforcement; and perform other related duties and tasks.

The above personnel shall be under the supervision of the Housing Authority, and not under the supervision or training of the City. The Housing Authority warrants that all services performed by its investigators under this MOU shall be performed in compliance with all applicable federal, state and County laws and regulations.

The Housing Authority shall administer the funds provided by the City to conduct the services described above. All services to be provided by the Housing Authority and related expenses are included within the bi-monthly sum to be paid by the City, and there shall be no additional cost to the City for services provided pursuant to this MOU. In the event of termination of the MOU, as provided herein, the City shall be responsible for all fees and costs incurred through the effective date of termination.

The Housing Authority shall submit bi-monthly statements to the City identifying the number of hours provided, description of investigative sources and associated costs.

6. Notices

Notices provided for in this MOU shall be in writing and shall be addressed to the person intended to receive the same, at the following addresses:

The Housing Authority: Sean Rogan
Executive Director
The Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park CA 91755

The City: James C. Ledford, Jr., Mayor
38300 Sierra Highway, Suite A
Palmdale, CA 93550

Notices addressed as above provided shall be deemed delivered three (3) business days after mailed by U.S. mail or when delivered in person with written acknowledgement of the receipt thereof. The Housing Authority and the City may designate a different address or addresses for notices to be sent by giving written notice of such change of address to all other parties entitled to receive notice.

7. Indemnification

The Housing Authority shall be responsible for and shall defend and hold harmless and indemnify the City, its elected and appointed officials, employees and agents from all costs and claims for damages whatsoever by any third party relating to or resulting from the actions of the Housing Authority, its agents, employees and investigators, in relation to the rendition of services pursuant to this MOU.

The City shall be responsible for and shall defend and hold harmless and indemnify the Housing Authority, the Community Development Commission and the County of Los Angeles, and its elected and appointed officials, employees and agents from all costs and claims for damages whatsoever by any third party relating to or resulting from the actions of the City arising out of or in connection with the services, work, operation of activities of the City, its agents, employees and officials, in relation to the rendition of services pursuant to this MOU.

IN WITNESS WHEREOF, this Memorandum of Understanding is executed by the parties hereto, by their respective officers thereunto duly authorized as follows:

THE HOUSING AUTHORITY OF THE
COUNTY OF LOS ANGELES

CITY OF PALMDALE

By: _____
SEAN ROGAN
Executive Director

By: _____
JAMES C. LEDFORD, Jr.
Mayor

APPROVED AS TO FORM:
Andrea Sheridan Ordin
County Counsel

APPROVED AS TO FORM:
Office of the City Attorney

By: _____
Deputy

By: _____
City Attorney

ATTEST:

City Clerk



**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

Sean Rogan

Executive Director

May 25, 2011

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

Dear Commissioners:

**APPROVE MEMORANDUM OF UNDERSTANDING WITH THE
CITY OF PARAMOUNT FOR HOUSING PROGRAM INVESTIGATIONS
(DISTRICT 4)**

SUBJECT

This letter recommends approval of a Memorandum of Understanding (MOU) with the City of Paramount, which will enable the Housing Authority to continue investigations of the Section 8 Housing Choice Voucher Program and other housing programs, to ensure that landlords and tenants comply with program regulations.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners approve and authorize the Executive Director to execute an MOU with the City of Paramount, under which the Housing Authority will provide investigative services and receive \$30,000 from the City of Paramount, for a total contract amount of \$30,000, to be effective following approval as to form by County Counsel and execution by the parties.
2. Authorize the Executive Director to execute amendments to the MOU to include minor administrative changes, and to extend the time of performance for a maximum of four years, in one-year increments; and authorize the Executive Director to incorporate funds received from the City of Paramount into future approved Housing Authority budgets, for the purpose described above.
3. Recommend that the Board of Commissioners find that approval of the MOU is not subject to the provisions of the California Environmental



Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to provide investigations of Housing Program participants for 12 months within the City of Paramount.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. For the first year, the City of Paramount will provide \$30,000 which will be included for approval through the Housing Authority's Fiscal Year 2011-2012 annual budget process. Funds for future years will be included through the Commission's annual budget approval process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Since 1994, cooperation agreements have been entered into with the City of Paramount, permitting the Housing Authority to administer the Section 8 Program within the jurisdiction. Under separate agreements, the Housing Authority also investigates participating landlords and tenants to ensure compliance with program regulations and local and federal laws. The new MOU will continue these investigations for 12 months, using the services of investigative staff.

The City of Paramount will receive the services of one part-time as-needed investigator supervisor for a total cost not to exceed \$3,403 and one part-time investigator working a maximum of 520 hours annually for a total cost not to exceed \$28,149.

The Housing Authority will provide the following services: conduct investigations of suspected program violations; interview witnesses and review files, public records and other documents; prepare written reports and maintain activity logs; prepare cases involving program violations for administrative action; testify at criminal and administrative hearings; participate in crime prevention task forces; conduct fraud awareness training for City law enforcement officers and other officials; prepare monthly investigation reports; address quality of life issues; and perform other related duties.

The MOU includes mutual indemnification language providing for the City of Paramount and the Housing Authority to defend and hold harmless and indemnify each other. This language has been incorporated into agreements with other jurisdictions that provide for administration of the Section 8 Program within those jurisdictions.

Honorable Housing Commissioners
May 25, 2011
Page 3

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 on or result in any physical changes to the environment. The activity is not subject to the provisions of CEQA pursuant to State CEQA Guidelines, Section 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

The services are a deterrent to program fraud and other criminal activity.

Respectfully submitted,



for SEAN ROGAN
Executive Director

Enclosures

**Memorandum of Understanding By and Between
The Housing Authority of the County of Los Angeles and the
City of Paramount for Section 8 Program Investigative Services**

This Memorandum of Understanding ("MOU") is made and entered into this ____ day of _____, 2011, by and between the Housing Authority of the County of Los Angeles (the "Housing Authority") and the City of Paramount (the "City").

Whereas, on October 18, 1994, and continuing, the Housing Authority and the City have entered into annual Cooperation Agreements whereby the Housing Authority administers the Housing Choice Voucher Program (Section 8) and other housing programs within the City (the "Programs"), pursuant to Title II of the Housing Authority and Community Development Act of 1974, as amended, and Section 34200 et. Seq. of the California Health and Safety Code; and

Whereas, the Housing Authority operates the Programs within the City using funds allocated by the U.S. Department of Housing and Urban Development ("HUD"), and monitors the compliance of participants with regulations established by HUD and the Housing Authority; and

Whereas, the Housing Authority on an ongoing basis performs investigations to ensure that participants comply with said regulations, and that participants are not involved in criminal or other activity that may negatively impact the Program; and

Whereas, on March 14, 2006, and continuing, the Housing Authority and the City have entered into agreements that have permitted the Housing Authority to perform investigative services within the City; and

Whereas, the Housing Authority and the City wish to enter into the following MOU to continue additional investigative services for twelve (12) months, with funds provided by the City.

NOW THEREFORE, it is agreed between the parties as follows:

1. Investigative Activities

This MOU shall provide for additional investigative services to address violations related to the Section 8 programs administered by the Housing Authority within the City.

2. Term

This MOU shall commence as of the day and year first above written and shall remain in full force for a period of twelve (12) months, from July 1, 2011 through June 30, 2012, unless sooner terminated as provided herein. The MOU may be renewed by written amendment duly executed by the parties, for an additional four (4) years, in one-year increments.

3. Termination

This MOU may be terminated by either party with ten (10) days' written notice transmitted to the addresses provided in Paragraph 6 below.

4. City Responsibilities

The City shall provide to the Housing Authority a total of \$30,000 for a total contract amount of \$30,000 for the following personnel who shall perform services under this MOU:

Part-time Investigator Supervisor (1) will supervise the work of one part-time Investigator, as needed, at a total cost not exceeding \$3,403 for the MOU term.

Part-time Investigator (1) will provide a total of 10 hours of investigative services per week (520 per year) at a total cost not exceeding \$28,149 for the MOU term.

The City shall make its staff available to the Housing Authority, as necessary to address Program-related violations and criminal activity and to carry out corrective measures.

The City warrants that all services performed by its employees under this MOU shall be carried out in accordance with all applicable federal, states and County laws and regulations.

The City shall receive from the Housing Authority bi-monthly invoices identifying the number of hours and description of investigative services performed and associated costs. The City will pay the Housing Authority within thirty (30) days of receipt and approval of each said invoice.

5. Housing Authority Responsibilities

The Housing Authority shall recruit and retain the services of qualified persons to perform the services described in Paragraphs 4 and 5.

The Investigator Supervisor shall be an employee of the Housing Authority and shall perform the following: manage the daily operations of the fraud investigations program; supervise and schedule work assignments of the part-time investigator; serve as liaison to the City and the County Sheriff's Department; compile statistical data for the monthly program reports; and perform other related duties.

The investigators shall be employees of the Housing Authority and shall perform the following: conduct investigations of suspected violations of the programs administered by the Housing Authority; gather information through interviewing witnesses, and reviewing files, public records and other documents; prepare written reports and maintain statistical activity logs; prepare cases involving program violations for administrative action; testify in administrative and criminal hearings; participate in any crime prevention task forces; conduct fraud awareness training for law enforcement officers and other officials; prepare monthly reports on investigative activities for submission to the City; address quality of life issues and perform regulation enforcement; and perform other related duties and tasks.

The above personnel shall be under the supervision of the Housing Authority, and not under the supervision or training of the City. The Housing Authority warrants that all services performed by its investigators under this MOU shall be performed in compliance with all applicable federal, state and County laws and regulations.

The Housing Authority shall administer the funds provided by the City to conduct the services described above. All services to be provided by the Housing Authority and related expenses are included within the bi-monthly sum to be paid by the City, and there shall be no additional cost to the City for services provided pursuant to this MOU. In the event of termination of the MOU, as provided herein, the City shall be responsible for all fees and costs incurred through the effective date of termination.

The Housing Authority shall submit bi-monthly statements to the City identifying the number of hours provided, description of investigative sources and associated costs.

**City of Paramount
MOU Between City and Housing Authority
Page 4 of 5**

6. Notices

Notices provided for in this MOU shall be in writing and shall be addressed to the person intended to receive the same, at the following addresses:

The Housing Authority: Sean Rogan
Executive Director
The Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park CA 91755

The City: Linda Benedetti-Leal, City Manager
City of Paramount
16400 Colorado Avenue
Paramount, CA 90723

Notices addressed as above provided shall be deemed delivered three (3) business days after mailed by U.S. mail or when delivered in person with written acknowledgement of the receipt thereof. The Housing Authority and the City may designate a different address or addresses for notices to be sent by giving written notice of such change of address to all other parties entitled to receive notice.

7. Indemnification

The Housing Authority shall be responsible for and shall defend and hold harmless and indemnify the City, its elected and appointed officials, employees and agents from all costs and claims for damages whatsoever by any third party relating to or resulting from the actions of the Housing Authority, its agents, employees and investigators, in relation to the rendition of services pursuant to this MOU.

The City shall be responsible for and shall defend and hold harmless and indemnify the Housing Authority, the Community Development Commission and the County of Los Angeles, and its elected and appointed officials, employees and agents from all costs and claims for damages whatsoever by any third party relating to or resulting from the actions of the City arising out of or in connection with the services, work, operation of activities of the City, its agents, employees and officials, in relation to the rendition of services pursuant to this MOU.

City of Paramount
MOU Between City and Housing Authority
Page 5 of 5

8. Entire Document

This MOU constitutes the entire understanding and agreement of the parties.

9. Authority

Each of the parties represents and warrants that the person entering into this MOU on behalf of such party is duly authorized to enter into this MOU on behalf of the party.

10. Counterparts

This MOU may be executed by the parties in counterparts, which counterparts shall be construed together and have the same effect as if all of the parties had executed the same instrument.

[END OF TERMS AND CONDITIONS]

SIGNATURES

IN WITNESS WHEREOF, this Memorandum of Understanding is executed by the parties hereto, by their respective officers thereunto duly authorized as follows:

THE HOUSING AUTHORITY OF THE
COUNTY OF LOS ANGELES

CITY OF PARAMOUNT

By _____
SEAN ROGAN
Executive Director

By _____
LINDA BENEDETTI-LEAL
City Manager

APPROVED AS TO FORM:
Andrea Sheridan Ordin
County Counsel

APPROVED AS TO FORM:
Office of the City Attorney

By: _____
Deputy

By: _____
City Attorney

ATTEST:

City Clerk