



**COMMUNITY DEVELOPMENT COMMISSION**  
**of the County of Los Angeles**

2 Coral Circle • Monterey Park, CA 91755  
323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Carlos Jackson**  
*Executive Director*

May 22, 2007

Honorable Board of Commissioners  
Community Development Commission of the  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Commissioners:

**HEARING TO APPROVE THE 2007-2008 ACTION PLAN FOR THE ALLOCATION  
OF FEDERAL FUNDS (ALL DISTRICTS)  
(3 Vote)**

**IT IS RECOMMENDED THAT THE BOARD OF COMMISSIONERS OF THE  
COMMUNITY DEVELOPMENT COMMISSION:**

1. Authorize Community Development Commission (CDC) to accept from the County of Los Angeles an estimated \$65,033,745 in Community Development Block Grant (CDBG) funds, \$7,426,197 for administration costs, HOME Investment Partnerships (HOME), American Dream Downpayment Initiative Act program (ADDI), and Emergency Shelter Grant (ESG) funds identified in the Action Plan for Fiscal Year 2007-2008 (Action Plan), which will be requested for incorporation into the Commission's Fiscal Year 2007-2008 budget through the Commission's annual budget approval process subject to final notification of approval by the U.S. Department of Housing and Urban Development (HUD).
2. Designate the Executive Director of the CDC, and/or the Assistant Executive Director, as the officials responsible for ensuring the completing of all actions required to be taken by the CDC in its role as the agent of

the County for administration of the Action Plan and the allocated funds described herein; authorize the Executive Director and/or Assistant Executive Director, to approve Finding of No Significant Impact (FONSI) clearances for projects under the National Environmental Policy Act (NEPA); authorize the Executive Director to incorporate into the Action Plan public comments approved for inclusion by the Board of Supervisors; and authorize the Executive Director to submit the Action Plan to the U.S. Department of Housing and Urban Development (HUD) by June 1, 2007, following approval by the Board of Supervisors.

3. Authorize the Executive Director to provide HUD with any additional information required for approval of the Action Plan.
4. Approve CDBG Reimbursable and Advance Contracts, attached in substantially final form, to provide a total of \$5,301,820 in CDBG funds for the 2007-2008 Fiscal Year, to be effective from July 1, 2007 to June 30, 2008, for sixty-four projects with fifty-six community-based organizations (CBO), and other public agencies (OPA) described in the Action Plan; and authorize the Executive Director to execute the contracts and any necessary, non-monetary amendments, following approval as to form by County Counsel.
5. Approve CDBG Reimbursable Contract Amendments with forty-seven participating cities, attached in substantially final form, to provide a total of \$18,496,688 in CDBG funding for eligible activities for Fiscal Year 2007-2008, to be effective from July 1, 2007 to June 30, 2008; and authorize the Executive Director to execute the amendments and any necessary, non-monetary amendments, following approval as to form by County Counsel.
6. Approve CDBG Reimbursable Contract Amendments with five cities that have been approved or are pending approval of Section 108 Loans by HUD, for the purpose of repaying Section 108 Loans previously approved by your Board, attached in substantially final form; authorize the Executive Director to execute the amendments, following approval as to form by County Counsel; and authorize the Executive Director to set aside approximately \$1,416,603 of the Fiscal Year 2007-2008 CDBG allocations to these five cities for repayment of their Section 108 loans.
7. Approve Memoranda of Understanding (MOU's) with nine participating cities, attached in substantially final form, to provide \$3,805,479 in HOME funds for the development of single-family homes and single-family home rehabilitation; and authorize the Executive Director to execute the MOU's and any necessary non-monetary amendments, following approval as to form by County Counsel.

8. Authorize the Executive Director, within the limits prescribed by HUD, to reprogram HOME funds in order to fully expend the grant, for the purposes described in the Action Plan.
9. Approve the use of ESG funds, in the amount of \$1,320,346 to fund programs that assist the homeless; and authorize the Executive Director to amend the Action Plan to include the final distribution of ESG funds to the Los Angeles Homeless Services Authority (LAHSA) once LAHSA has completed a Request for Proposal (RFP) process to determine the projects that will receive funding, as described in the Action Plan.
10. Authorize the Executive Director, to revise the Action Plan from time to time, as necessary, to include non-monetary modifications to projects being undertaken by the County and participating cities during Fiscal Year 2007-2008, and to include federal regulation changes and new HUD directives.
11. Approve the following transfers, totaling \$473,458 in Fiscal Year 2007-2008 CDBG funds, which will be exchanged for general funds, from the following cities: Bradbury, La Habra Heights, Manhattan Beach, Rolling Hills Estates, Sierra Madre, and Westlake Village to the City of Hawaiian Gardens; and from the Fourth Supervisorial District to the City of Lawndale; and authorize the Executive Director to execute all required documents for these purposes, following approval as to form by County Counsel.
12. Authorize the Executive Director to terminate CDBG Reimbursable and Advance Contracts utilizing Fiscal Year 2007-2008 funds, when a breach of contract occurs or when funded activities are determined ineligible under CDBG regulations; and authorize the Executive Director to take all related actions, including execution of any necessary documents, to effect such terminations, following approval as to form by County Counsel.
13. Instruct the Executive Director to identify and deposit into un-programmed fund accounts of the respective Supervisorial Districts all CDBG Fiscal Year 2007-2008 funds that are unexpended, disallowed, or recovered as a result of full or partial CDBG Reimbursable or Advance Contract terminations.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The National Affordable Housing Act (NAHA) of 1990 (Cranston/Gonzalez Housing Act), as amended in 1992, requires that the County of Los Angeles provide a single, consolidated submission of the proposed expenditure of funds to be eligible for HUD formula grant funding, including CDBG, HOME, ADDI, and ESG. The Action Plan satisfies these federal requirements to provide for the release of funds.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The Action Plan allocates an estimated \$69,625,641 in federal funds, as follows: \$30,743,718 in new Thirty-third Program Year (July 1, 2007 to June 30, 2008) CDBG funds; \$396,268 in CDBG funds received as a joint applicant with the City of Cerritos; \$18,201,849 in unexpended CDBG funds from prior years; \$6,000,000 in estimated future CDBG Program income; \$12,814,611 in Fiscal Year 2007-2008 HOME funds; \$157,849 in Fiscal Year 2007-2008 ADDI funds; and \$1,320,346 in Fiscal Year 2007-2008 ESG funds.

CDBG funds total \$55,332,835 and are comprised of new, reallocated, prior years', and Program income funds, of which \$7,426,197 will be used for administration costs. The five Supervisorial Districts will receive an allocation of \$36,836,147 for projects in the unincorporated areas of the County, of which \$4,591,896 will be distributed to the Housing Authority for capital improvement projects and services for residents of public housing. The forty-seven participating cities will receive an allocation of \$18,496,688. Projects to address housing and community needs will be implemented by the Commission, the Housing Authority, County departments, and approximately fifty-six community-based organizations and other public agencies, such as school districts.

Fiscal Year 2007-2008 and prior year CDBG funds in the amount of \$473,458 will be exchanged for general funds. The City of Hawaiian Gardens will receive a total of \$291,640 in CDBG funds as follows: \$3,584 from the City of Bradbury; \$24,002 from the City of La Habra Heights; \$150,952 from the City of Manhattan Beach; \$29,206 from the City of Rolling Hills Estate; \$49,608 from the City of Sierra Madre; and \$34,288 from the City of Westlake Village. The City of Lawndale will receive \$181,818 from the Fourth Supervisorial District.

The CDBG Reimbursable Contracts with five cities currently repaying Section 108 loans will be amended to reduce the allocations of Fiscal Year 2007-2008 CDBG funds by \$1,416,603 in order to set aside annual repayment amounts that are due under separate Section 108 loan agreements. The following amounts will be subtracted from their Fiscal Year 2007-2008 allocations: \$293,835 for the City of Azusa; \$535,517 for the

City of Bell Gardens; \$55,186 for the City of Claremont; \$196,644 for the City of Culver City; and \$335,419 for the City of San Fernando.

HOME funds total \$12,814,611, of which \$1,281,461 will be used for program administration, as determined by HUD. The First-Time Homebuyer Program will use \$2,157,849 to provide home ownership opportunities in the unincorporated areas of the County and participating cities, consisting of \$2,000,000 in Fiscal Year 2007-2008 HOME funds and \$157,849 in Fiscal Year 2007-2008 ADDI funds. Housing development and rehabilitation activities will use \$7,610,958, of which \$3,805,479 will be set aside for six months for participating cities. After six months, the remaining funds will be available in the unincorporated areas and participating cities on a first-come, first-served basis for development and rehabilitation activities. In addition, \$1,922,192 will be set aside for Community Housing Development Organizations. HOME funds may be re-programmed for home ownership, development, and rehabilitation needs.

ESG funds total \$1,320,346. These funds will be allocated to LAHSA for projects to assist the homeless in the unincorporated areas of the County of Los Angeles and participating cities. LAHSA will conduct an RFP process to award these funds.

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

On May 23, 2006, your Board approved the fourth Action Plan (Fiscal Year 2006-2007) of the current five-year Consolidated Plan. The current annual Action Plan ends on June 30, 2007, and a new Action Plan must be adopted by your Board to continue receiving funding from HUD. The new Action Plan includes a description of the activities to be undertaken during the 2007-2008 Fiscal Year to address the objectives outlined in the Consolidated Plan's five-year strategy.

Subsequent to your Board adopting the current Consolidated Plan, Congress enacted the ADDI under the HOME Program to assist low-income families in becoming first-time homebuyers. The County, commencing in Fiscal Year 2003-2004, receives an annual ADDI allocation which will be administered under the County's Consolidated Plan and Action Plans.

Standard CDBG Advance or Reimbursable Contracts will be entered into with recipients of CDBG funds. Reimbursable Contracts for Fiscal Year 2007-2008 will not be executed with the cities of Bradbury, La Habra Heights, Manhattan Beach, Rolling Hills Estates, Sierra Madre and Westlake Village, because these cities will transfer their entire new allocations to other cities.

MOU's will also be executed with participating cities wishing to implement single-family Homeowner Rehabilitation activities using HOME funds. These funds will be used for homeownership, housing development and redevelopment activities throughout the unincorporated County and in participating cities.

In addition to the above proposed allocations, the Commission is requesting that the Executive Director be authorized to terminate CDBG contracts with community-based organizations that fail to address administrative deficiencies, Program compliance issues, or other contract obligations. Following consultation with County Counsel and the respective Supervisorial Districts, the Executive Director will determine whether or not it is in the best interest of the County to suspend funding for the Program year and terminate the contracts. If so, the Executive Director will then recover any disallowed or unexpended funds and return said funds to the appropriate Supervisorial Districts.

All public notice requirements contained in 24 Code of Federal Regulations Part 91 Section 91.105 of the NAHA for approval of the Action Plan have been satisfied. A total of four community meetings were held in September and October 2006. Comments received at these meetings have been incorporated into the Action Plan and were posted on the Commission website in late April 2007 to update the public regarding the comments received earlier at the meetings. Notices of the 30-day public comment period and public hearing were published in newspapers throughout the County and copies of the draft Action Plan were made available for review at public libraries. The public comment period will conclude on May 22, 2007.

The Action Plan is attached to this Board letter. The following documents are also attached: Fiscal Year 2007-2008 CDBG Grant Funding Summary; Fiscal Year 2007-2008 CDBG Funding Distribution; Fiscal Year 2007-2008 HOME Grant Reservations and Set-Asides and Fiscal Year 2007-2008 ADDI Grant Funds; Proposed Use of ESG Funds; Fiscal Year 2007-2008 Funding for Participating Cities; sample standard CDBG Reimbursable Contract; sample standard Other Public Agency Reimbursable Contract; sample standard CDBG Advance Contract; sample standard Section 108 Reimbursable Contract Amendment; sample standard Agreement to Implement a CDBG Project for a participating city; sample standard CDBG Reimbursable Contract Amendment; sample standard HOME MOU; Fiscal Year 2007-2008 Summary Totals for Minority and Women Board Members and Employees for funded non-profit agencies; and Grants Management Statements for the CDBG, HOME, ADDI and ESG grants. These items appear as Attachments A through P, respectively.

All of the projects proposed in the Action Plan are being federally-funded. As applicable, the administering agencies will be subject to the prevailing wage requirements of the Davis-Bacon Act and related Acts and 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. However, where Section 3 is not applicable, the agencies will be subject to the County's Greater Avenues for Independence (GAIN) Program and General Relief Opportunity for Work (GROW) Program, which furthers the same or similar goals.

This letter has been reviewed by County Counsel. Similar letters are also being submitted to the Board of Supervisors and to the Board of Commissioners of the Housing Authority for the May 22, 2007 Board meeting, for concurrent approval.

On April 25, 2007, the Housing Commission recommended approval of all Housing Authority projects contained in the Action Plan.

**ENVIRONMENTAL DOCUMENTATION:**

The Action Plan is exempt from the provisions of the National Environmental Policy Act (NEPA) pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(1), because it is a planning document and does not involve activities that will alter existing environmental conditions. The Action Plan is not subject to the provisions of the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

Each program within the Action Plan will be reviewed for environmental impact on a project-by-project basis before funding is released.

**CONTRACTING PROCESS:**

HOME funds are used to implement a variety of affordable housing development and rehabilitation programs available to households earning less than 80 percent of the area median income for the Los Angeles-Long Beach Metropolitan Statistical Area, adjusted for family size, as determined by HUD. Funds are available through an open RFP process, on a first-come, first-served basis to qualified for-profit and non-profit developers and Fair Housing Development Organizations. Projects are selected to maximize the impacts of HOME funds based on viability, financial feasibility, and appropriateness to geographic location and community need. Funds are also available on a first-come, first-served basis to qualified homebuyers and owners of single- and multi-family housing in need of rehabilitation.

LAHSA contracts with non-profit and government agencies to provide housing and services for homeless individuals and families through an RFP process that solicits proposals for new and continuing projects. The 2007-2008 Winter Shelter Program will begin in November 2007, and LAHSA will issue an RFP to identify service providers in August 2007. It is anticipated that current County ESG-funded shelter and services contracts will be renewed for an additional year.

The County does not use a competitive process to award CDBG contracts to non-profit agencies. Each Supervisorial District utilizes the Community Resources Investment Strategy (CRIS), citizen input from community meetings, and consultations with the Commission to select agencies that best meet community needs.

Honorable Board of Commissioners  
May 22, 2007  
Page 8

**IMPACT ON CURRENT PROJECTS:**

The projects contained in the Action Plan will benefit low- and moderate-income residents of the unincorporated County and participating cities.

Respectfully submitted,

  
for CARLOS JACKSON  
Executive Director

Attachments: 17

## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Thirty-third Year Grant (July 1, 2007 - June 30, 2008)Funding Summary**Grant Funds To Be Received**

|   |                     |
|---|---------------------|
| Thirty-third Year Urban County Entitlement Funds      | \$30,734,718        |
| Received for the City of Cerritos                     | \$396,268           |
| <b>TOTAL (revenues for Thirty-third Program Year)</b> | <b>\$31,130,986</b> |

|  |                           |
|--|---------------------------|
| Revenues for Thirty-third Program Year | \$31,130,986              |
| Prior Years Funds                      | \$18,201,849 <sup>1</sup> |
| Projected Program Income               | \$6,000,000               |
| <b>TOTAL REVENUES</b>                  | <b>\$55,332,835</b>       |

Distribution of CDBG Funds for the Thirty-third Program Year

|                      |                           |
|----------------------|---------------------------|
| Unincorporated Areas | \$36,836,147 <sup>2</sup> |
| Participating Cities | \$18,496,688 <sup>3</sup> |
| <b>TOTAL</b>         | <b>\$55,332,835</b>       |

<sup>1</sup> Includes Districts' unallocated/reprogrammed funds, countywide prior year funds, and reallocated/prior year funds of participating cities.

<sup>2</sup> Includes reallocated funds, prior years' funds, and projected program income.

<sup>3</sup> Includes reallocated funds and prior years' funds.

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**Thirty-third Year Grant (July 1, 2007 - June 30, 2008)**

**CDBG Funding Distribution**

| AGENCY/ACTIVITY   | Funding Amount |
|---|----------------|
|   |                |
| Participating Cities  | \$ 18,496,688  |
| CDC Divisions   | \$ 14,228,015  |
| HMD (HA)  | \$ 4,591,896   |
| County Departments  | \$ 2,686,527   |
| Community-based Organizations (CBO)/Other Public Agencies (OPA) | \$ 5,301,820   |
| Section 108 (Set-Aside)   | \$ 1,416,603   |
| CDBG Funds to be exchanged for General Funds                    | \$ 473,458     |
| Administration Costs  | \$ 7,426,197*  |

\* includes the total administrative authority for the participating cities and the CDC and is based on the annual CDBG grant and projected program income for 2007-2008

**ATTACHMENT B**

**FISCAL YEAR 2007-2008 HOME, AND FY 2007-2008 ADDI-HOME  
GRANT FUND RESERVATIONS AND SET-ASIDES**

The following chart depicts the distribution of HOME and ADDI-HOME funds between activities in Participating Cities and the Unincorporated Areas of the County.

| <b>HOME PROGRAM</b>                                | <b>FUNDS</b>  |
|--|---|
| Total Funds (Estimated)                            | \$12,814,611 HOME<br>+ 157,849 ADDI-HOME<br><u>\$12,972,460</u>                       |
| Administration                                     | \$1,281,461 (HUD Determined - 10%)  |
| Community Housing Development Organizations (CHDO) | \$1,922,192 (HUD Determined - 15%)  |
| Homebuyer Assistance                               | \$2,000,000 FY 2007-08 HOME<br>+ 157,849 FY 2007-2008 ADDI-HOME<br><u>\$2,157,849</u> |
| New Construction:                                  |   |
| Participating Cities*                              | \$2,305,479 (50%)   |
| Unincorporated                                     | \$2,305,479 (50%)   |
| Rehabilitation:                                    |   |
| Participating Cities*                              | \$1,500,000 (50%)   |
| Unincorporated                                     | \$1,500,000 (50%)   |

\*Set-Aside for Participating Cities for a period of six months following the execution of the HOME Grant Agreement.

## ATTACHMENT C

### PROPOSED USE OF ESG FUNDS

The Los Angeles Homeless Services Authority (LAHSA) proposes to use the 2007-2008 Emergency Shelter Grant allocation to meet the purpose of the Stewart B. McKinney Homeless Assistance Act 24 CFR 576.1 (b), and to meet the homeless needs, goals and objectives identified in the 2003-2008 Consolidated Plan. In response to public input relative to homelessness, LAHSA has adopted policies to geographically allocate homeless resources where need has been identified.

The priorities for use of ESG funds are operations and essential services. Operations funds will be used to fund outreach services by the emergency response team, overnight shelter through the winter shelter program and emergency housing. Essential services will be used to fund the access center program, the emergency response team and emergency housing. All these programs are located throughout Los Angeles County. The winter shelter program provides temporary nightly shelter during the period of time in which Los Angeles usually experiences its most inclement weather, November 15 to March 30. The emergency response team conducts outreach and referrals to homeless persons who are sent to LAHSA through phone calls from City Council offices, Board of Supervisors offices, business owners and community members. The emergency housing program provides twenty-four hour shelter to homeless individuals and families. The services provided assist participants obtain more stable housing and learn more independent living skills.

The following is an estimate of the percentages of the ESG funds to be allocated to the various activities eligible under ESG:

| <b>ELIGIBLE ACTIVITY</b> | <b>PERCENTAGE</b> | <b>ESTIMATED ALLOCATION</b> |
|--------------------------|-------------------|-----------------------------|
| Operations               | 65                | \$858,225                   |
| Essential Services       | 30                | \$396,104                   |
| Administration           | 5                 | \$66,017                    |
| <b>TOTAL</b>             | <b>100%</b>       | <b>\$1,320,346</b>          |

LAHSA will meet the matching funds requirement with 100% federal Supportive Housing Program funds for the 2007-2008 Program Year.

## ATTACHMENT D

### Fiscal Year 2007-2008 Funding for Participating Cities

| <u>Contract Number</u> | <u>City</u>                     | <u>FY 2006-07</u> | <u>FY 2007-08</u> | <u>Exchanges</u> | <u>Total</u>      |
|------------------------|---------------------------------|-------------------|-------------------|------------------|-------------------|
| 70710                  | AGOURA HILLS                    | 94,630            | 94,193            |                  | 188,823           |
| 70711                  | ARCADIA                         | 413,546           | 411,637           |                  | 825,183           |
| 70713                  | AZUSA                           | 623,543           | 620,664           |                  | 1,244,207         |
| 70714                  | BELL                            | 693,968           | 690,765           |                  | 1,384,733         |
| 70715                  | BELL GARDENS                    | 891,090           | 886,977           |                  | 1,778,067         |
| 70716                  | BEVERLY HILLS                   | 267,804           | 266,568           |                  | 534,372           |
| 70201                  | BRADBURY <sup>1</sup>           | 0                 | 3,584             | (3,584)          | 0                 |
| 70718                  | CALABASAS                       | 89,678            | 89,264            |                  | 178,942           |
|                        | CERRITOS                        | 0                 | 396,268           |                  | 396,268           |
| 70719                  | CLAREMONT                       | 215,148           | 214,155           |                  | 429,303           |
| 70720                  | COMMERCE                        | 186,389           | 185,529           |                  | 371,918           |
| 70721                  | COVINA                          | 450,372           | 448,293           |                  | 898,665           |
| 70722                  | CUDAHY                          | 494,341           | 492,059           |                  | 986,400           |
| 70723                  | CULVER CITY                     | 316,593           | 315,131           |                  | 631,724           |
| 70724                  | DIAMOND BAR                     | 371,372           | 369,658           |                  | 741,030           |
| 70725                  | DUARTE                          | 213,023           | 212,040           |                  | 425,063           |
| 70726                  | EL SEGUNDO                      | 90,679            | 90,260            |                  | 180,939           |
| 70727                  | HAWAIIAN GARDENS                | 851,037           | 249,211           | 291,640          | 1,391,888         |
| 70728                  | HERMOSA BEACH                   | 96,397            | 95,952            |                  | 192,349           |
| 70729                  | IRWINDALE                       | 18,127            | 18,043            |                  | 36,170            |
| 70730                  | LA CANADA-FLINTRIDGE            | 106,538           | 106,046           |                  | 212,584           |
| 70731                  | LA HABRA HEIGHTS <sup>1</sup>   | 0                 | 24,002            | (24,002)         | 0                 |
| 70732                  | LA MIRADA                       | 302,504           | 301,107           |                  | 603,611           |
| 70733                  | LA PUENTE                       | 605,126           | 602,332           |                  | 1,207,458         |
| 70734                  | LA VERNE                        | 173,914           | 173,111           |                  | 347,025           |
| 70735                  | LAWNDALE                        | 453,523           | 451,430           |                  | 904,953           |
| 70736                  | LOMITA                          | 192,662           | 191,772           |                  | 384,434           |
| 70737                  | MALIBU                          | 80,649            | 80,277            |                  | 160,926           |
| 70738                  | MANHATTAN BEACH <sup>1</sup>    | 0                 | 150,952           | (150,952)        | 0                 |
| 70739                  | MAYWOOD                         | 534,846           | 532,377           |                  | 1,067,223         |
| 70740                  | MONROVIA                        | 387,914           | 386,123           |                  | 774,037           |
| 70741                  | RANCHO PALOS VERDES             | 190,496           | 189,617           |                  | 380,113           |
| 72263                  | ROLLING HILLS                   | 6,878             | 6,846             |                  | 13,724            |
| 70743                  | ROLLING HILLS ESTS <sup>1</sup> | 0                 | 29,206            | (29,206)         | 0                 |
| 70744                  | SAN DIMAS                       | 215,117           | 214,124           |                  | 429,241           |
| 70745                  | SAN FERNANDO                    | 621,467           | 366,915           |                  | 988,382           |
| 70746                  | SAN GABRIEL                     | 506,966           | 504,626           |                  | 1,011,592         |
| 70747                  | SAN MARINO                      | 70,012            | 69,689            |                  | 139,701           |
| 70748                  | SANTA FE SPRINGS <sup>1</sup>   | 47,000            | 187,144           |                  | 234,144           |
| 70749                  | SIERRA MADRE <sup>1</sup>       | 0                 | 49,608            | (49,608)         | 0                 |
| 70750                  | SIGNAL HILL                     | 123,493           | 122,923           |                  | 246,416           |
| 70751                  | SOUTH EL MONTE                  | 330,824           | 329,297           |                  | 660,121           |
| 70752                  | SOUTH PASADENA                  | 154,637           | 153,923           |                  | 308,560           |
| 70753                  | TEMPLE CITY                     | 301,841           | 300,448           |                  | 602,289           |
| 70754                  | WALNUT                          | 197,614           | 196,702           |                  | 394,316           |
| 70755                  | WEST HOLLYWOOD                  | 328,167           | 326,652           |                  | 654,819           |
| 71556                  | WESTLAKE VILLAGE <sup>1</sup>   | 0                 | 34,288            | (34,288)         | 0                 |
| <b>TOTALS</b>          |                                 | <b>12,309,925</b> | <b>12,231,785</b> | <b>0</b>         | <b>24,541,713</b> |

<sup>1</sup> The following jurisdictions will transfer CDBG funds to the City of Hawaiian Gardens: Manhattan Beach (\$150,952), Bradbury (\$3,584), La Habra Heights (\$24,002); Sierra Madre (\$49,608), Rolling Hills Estates (\$29,206), and Westlake Village (\$34,288).

**COUNTY OF LOS ANGELES**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**REIMBURSABLE CONTRACT**

**WITH PARTICIPATING CITY**

**CONTRACT NUMBER:**

THIS CONTRACT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, by and between the County of Los Angeles, hereinafter called the "County", and the City of \_\_\_\_\_, hereinafter called the "Operating Agency".

WITNESSETH THAT:

WHEREAS, the County has entered into a contract with the United States of America, through its Department of Housing and Urban Development (HUD), to execute the County's Community Development Block Grant (CDBG) Program (Program) under the Housing and Community Development Act of 1974, as amended, hereinafter called the "Act";

WHEREAS, California Government Code Section 53703 authorizes County and Operating Agency to enter into this Contract in furtherance of the Program; and

WHEREAS, Operating Agency desires to participate in said Program.

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

1. CONTRACT ADMINISTRATION. The Executive Director (Executive Director) of the Community Development Commission of the County of Los Angeles (Commission), or his designee, shall have full authority to act for County in the administration of this Contract consistent with the provisions contained herein.
2. SCOPE OF SERVICES. The Operating Agency is to perform services consistent with the goals and objectives set forth in the Community Development Commission Housing and Community Development Consolidated Plan (HCDCP), adopted by the County Board of Supervisors on \_\_\_\_\_, or any amendment or successor thereto, which is incorporated herein by this reference.
3. AGREEMENT TO IMPLEMENT. Operating Agency is eligible for reimbursement for a project implemented under this Contract only after an Agreement to Implement (ATI), accompanied by detailed Project Descriptions and Budgets for each project funded, are developed to the satisfaction of the Executive Director, or his designee, and is executed by both the Executive Director, or his designee, and the Operating Agency. This Contract shall consist of this document, the ATI, and attachments:

Exhibit A(s), Project Descriptions and Activity Budgets and Exhibit B, Insurance Requirements.

4. TIME OF PERFORMANCE. Operating Agency shall commence services no sooner than the date first written above, and shall be complete same by no later than . Specified project start and completion dates shall be a part of the ATI procedure described above for initiating the project(s).
  
5. COMPENSATION AND METHOD OF PAYMENT. For satisfactory performance under this Contract, County shall reimburse Operating Agency an amount not to exceed, \$ which shall constitute full and complete compensation hereunder for the implementation of this Contract. Said compensation will only be paid out of funds received by the County from the Federal government under the Act for the Fiscal Year , or from program income, as described in 24 CFR Section 570.504 accumulated under said program, for allowable costs actually paid for the expressed purposes specified. The parties understand and agree that such compensation, if any, shall be conditioned upon receipt of said funds by the County from the federal government or accumulation of program income from said program, and shall not be a charge against any other funds of the County. Further, such funds, if any, shall be paid only after development and execution of the ATI(s) necessary to implement the project(s) covered by this Contract and submission and approval of the electronic payment request form. This payment request form must be submitted on a minimum of a monthly basis as specified and provided by the Commission. Operating Agency shall bill for expenditures on a reimbursable basis for each project for which an ATI has been executed. After timely receipt and approval of each payment request form, the Commission will draw a check in favor of the Operating Agency in the approved amount. After the expiration of the financial closeout period, those funds not paid under this Contract, if any, will be returned to the Operating Agency's unprogrammed funds.

Operating Agency shall have no claim against the County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Operating Agency after the expiration or other termination of this Contract. Should Operating Agency receive any such payment, it shall immediately notify the County and shall immediately repay all such funds to the County. Payment by the County for services rendered after expiration and/or termination of this Contract shall not constitute a waiver of the County's right to recover such payment from Operating Agency. This provision shall survive the expiration or other termination of this Contract.

6. ACCOUNTING. The Operating Agency shall establish and maintain on a current basis an adequate accounting system in accordance with generally accepted accounting principles and standards, and the County Auditor-Controller Contract Accounting and Administration Handbook. Regardless of the Operating Agency's method of accounting, expenses must be reported in accordance with Sections 5 and 47 of this Contract.

7. EXPENDITURE STANDARDS. The Operating Agency shall not have more than 150 percent of its allocation for the current year unexpended after March 31 of each program year. An Operating Agency's failure to meet this standard constitutes noncompliance with the Performance Policy and may result in reductions to the Operating Agency's current unprogrammed funds and/or subsequent annual allocations to ensure that the expenditure standard is met.

Changes in the grant allocation will be made following completion of the appeals process as outlined in CDBG Bulletin No. 03-0014, Final Participating Cities Drawdown Performance Policy and Appeals Process, which is incorporated herein by this reference and made a part hereto as though fully set forth. The County reserves the right to make the final determination, in its sole discretion, as to the amount of reduction of the Operating Agency's grant allocation, if any.

8. COMPLIANCE WITH LAWS. All parties agree to be bound by all applicable Federal, State, and local laws, ordinances, regulations and directives as they pertain to the performance of this Contract. This Contract is subject to and incorporates the terms of the Act; 24 CFR Part 570; U.S. Office of Management and Budget (OMB) Circular A-87, and Executive Order 12372; the County Auditor-Controller Contract Accounting and Administration Handbook; and all amendments or successor laws, regulations or guidelines thereto (hereinafter called the "Laws, Regulations and Guidelines"). The Operating Agency has, and shall maintain, copies of the Laws, Regulations and Guidelines. Furthermore, the Operating Agency acknowledges that it has read and understands the Laws, Regulations, and Guidelines.

The Operating Agency shall comply with applicable uniform administrative requirements, as described in 24 CFR Section 570.502. The Operating Agency shall carry out each activity in compliance with all Federal laws and regulations described in 24 CFR Part 570, Subparts J and K, except that:

- i. The Operating Agency does not assume the County environmental responsibilities described in 24 CFR Section 570.604; and
- ii. The Operating Agency does not assume the County's responsibility for initiating the review process under Executive Order 12372.

Operating Agency agrees to be bound by applicable federal, state and local laws, regulations and directives as they pertain to the performance of the Contract, including, but not limited to, Sections a-g below. This Contract is subject to and incorporates the terms of the Housing and Community Development Act of 1974, as amended by the Cranston-Gonzales National Affordable Housing Act, 1990 and the 24 CFR Part 85.

- a. Operating Agency shall comply with the Civil Rights Act of 1964 Title VI which provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits

of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

- b. Operating Agency shall comply with Section 109 of the Housing and Community Development Act of 1974 which states that no person in the United States shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.
- c. Operating Agency shall comply with Executive Orders 11246 and 11375, Equal Opportunity in Employment, which requires that during the performance of this Contract, the Operating Agency will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Operating Agency will take affirmative action to ensure that applicants are employed, and that employees are treated fairly during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Operating Agency agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause.

The Operating Agency will, in all solicitations or advertisements for employees placed by or on behalf of the Operating Agency, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The Operating Agency will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency of the Operating Agency's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Operating Agency will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

The Operating Agency will furnish all information and reports required by the Executive Orders and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the Commission and the Secretary of

Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

In the event the Operating Agency fails to comply with the non-discrimination clauses of this Contract or with any of such rules, regulations or orders, this Contract may be canceled, terminated or suspended in whole or in part, and the Operating Agency may be declared ineligible for further Government contracts in accordance with procedures authorized in the Executive Orders and such other sanctions may be imposed and remedies invoked as provided in the Executive Orders or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.

The Operating Agency will include the provisions of these paragraphs in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of the Executive Order No. 11246 of September 24, 1965, that such provisions shall be binding upon each subcontractor or vendor. The Operating Agency will take such actions with respect to any subcontract or purchase order as the County may direct as a means of enforcing such provisions including sanctions for noncompliance, provided however, that in the event the Operating Agency becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the County, the Operating Agency may request the United States to enter into such litigation to protect the interests of the United States.

- d. Should the Operating Agency require additional or replacement personnel after the effective date of this Contract, the Operating Agency shall give consideration for any such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. The Operating Agency shall contact the County's GAIN/GROW Division at (626) 927-5354 for a list of GAIN/GROW participants by job category.
- e. The Operating Agency is prohibited by the Department of Interior and Related Agencies Appropriations Act, known as the Byrd Amendments, and HUD's 24 CFR Part 87, from using federally appropriated funds for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, loan or cooperative Contract, and any extension, continuation, renewal, amendment or modification of said documents.

The Operating Agency must certify in writing that it is familiar with the Federal Lobbyist Requirements and that all persons and/or subcontractors acting on behalf of the Operating Agency will comply with the Federal Lobbyist Requirements.

Should the Operating Agency or persons/subcontractors acting on behalf of the Contract fail to fully comply with the Federal Lobbyist Requirements civil penalties shall result.

- f. Operating Agency and each County lobbyist or County lobbyist firm, as defined in Los Angeles County Code Chapter 2.160 (County Ordinance 93-0031), retained by the Operating Agency, shall fully comply with the requirements as set forth in said County Code Chapter. The Operating Agency must also certify in writing that it is familiar with the Los Angeles County Code Chapter 2.160 and that all persons acting on its behalf will comply with the County Code requirements.

Failure on the part of the Operating Agency and/or its Lobbyist(s) to fully comply with said County Lobbyist requirements shall constitute a material breach of the Contract upon which the County may immediately terminate this Contract, and the Operating Agency shall be liable for any and all damages incurred by the County and/or any federal agency as a result of such breach.

- g. The County ensures equal opportunity in the award and performance of any contract to all persons without regard to race, color, sex, religion, national origin, ancestry, age, marital status, or disability.

9. AUDITS. The Operating Agency shall make available for inspection and audit to authorized County and HUD personnel and their agents, for a total of five (5) years from the date of this Contract, and allow said County and HUD personnel and agents to inspect and audit all of its books and records relating to the operating of each project or business activity which is funded in whole, or in part, with Federal or State grant monies, including the project(s) under this Contract.

Failure of Operating Agency to comply with the requirements of this Section shall constitute a material breach of contract upon which the Executive Director may cancel, terminate or suspend this Contract.

10. PROGRAM EVALUATION AND REVIEW. Operating Agency shall make available for inspection to authorized County and HUD personnel and their agents, for a total of five (5) years from the date of this Contract, all records, including financial, pertaining to its performance under this Contract, and allow said County and HUD personnel and agents to inspect and monitor Operating Agency's facilities and program operations, and interview Operating Agency staff and program participants, as required by the County and/or HUD.

Operating Agency agrees to submit all data that are necessary to complete the Consolidated Annual Performance and Evaluation Report (CAPER) and monitor program accountability and progress in accordance with HUD requirements in the format and at the time designated by the Executive Director or his designee.

11. REPORTS AND RECORDS. Operating Agency agrees to prepare and submit financial, program progress, monitoring, evaluation or other reports required by County. Operating Agency shall maintain, and permit on site inspections of such property, personnel, financial and other records and accounts as are considered necessary by County to assure proper accounting for all Contract funds during the term of this Contract and for a total of four (4) years thereafter. Operating Agency will ensure that its employees, agents, City Council members, officers and board members furnish such information which, in the judgment of County representatives, may be relevant to a question of compliance with contractual conditions, with County or HUD directives, or with the effectiveness, legality and achievements of the program.
12. PERFORMANCE STANDARDS. The Operating Agency shall comply with specific project implementation and expenditure standards as adopted, from time to time, by the Board of Supervisors of the County.
13. AFFIRMATIVE ACTION. The Operating Agency shall make every effort to ensure that all projects funded wholly or in part by CDBG funds shall provide equal employment and career advancement opportunities for minorities and women. In addition, the Operating Agency shall make every effort to employ residents of the project area(s) specified in the ATI(s).
14. DISCRIMINATION. No person shall, on the grounds of race, sex, creed, color, religion, national origin, age or physical handicap, be excluded from participating in, be refused the benefits of, or otherwise be subject to discrimination in any activities, programs or employment supported by this Contract.
15. FISCAL LIMITATIONS. The United States of America, through HUD, may in the future place programmatic or fiscal limitation(s) on CDBG funds. Accordingly, the County reserves the right, in its sole discretion, to revise this Contract in order to take into account actions and events affecting CDBG program funding. In the event of a CDBG funding reduction by HUD, the County may, in its sole discretion, reduce the compensation amount of this Contract in whole or in part, or may limit the rate of the Operating Agency's use of both its uncommitted and its unspent funds. The Executive Director, or his designee, may act for the County in implementing and effecting such a reduction in the compensation amount of this Contract.

Where the Executive Director, or his designee, has reasonable grounds to question the fiscal accountability, financial soundness, or compliance with this Contract of the Operating Agency, the County, through the Executive Director, or his designee, may

suspend this Contract for up to sixty (60) days, upon three (3) days notice to Operating Agency pending an audit or other resolution of such questions. In no event, however, shall a revision made by the County affect expenditures and legally binding commitments made by the Operating Agency before it received notice of such revision, provided that such amounts have been committed in good faith and are otherwise allowable, that such commitments are consistent with HUD cash withdrawal guidelines, and that CDBG funds are available to County to satisfy such expenditures or legally binding commitments.

16. INDEMNIFICATION. The Operating Agency agrees to indemnify, defend and hold harmless the County, the Commission, the Housing Authority of the County of Los Angeles (Housing Authority), and their elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from or connected with the Operating Agency's operations, or its services hereunder, including any workers' compensation suits, liability or expense arising from or connected with services performed on behalf of Operating Agency by any person pursuant to this Contract.
17. AUDIT EXCEPTIONS BY STATE AND FEDERAL AGENCIES. Operating Agency agrees that in the event the Program established hereunder, is subject to audit, monitoring or other exceptions by appropriate State and Federal audit agencies, it shall be responsible for complying with such exceptions and paying the County the full amount of County's liability to the funding agency resulting from such audit exceptions.
18. PROGRAM INCOME. Upon termination of this Contract, the County reserves the right to determine the final disposition of any program income, as described in 24 CFR Section 570.504, accumulated under the project(s) set forth in Exhibit A. Said disposition may include the County taking possession of said program income.
19. TIME OF PERFORMANCE MODIFICATIONS. The Executive Director, or his designee, who shall be a Division Director or higher, may grant time of performance modifications to this Contract when such modifications:
  - i. In aggregate do not exceed twelve (12) calendar months;
  - ii. Are specifically requested by Operating Agency;
  - iii. Will not change the project goals or scope of services;
  - iv. Are in the best interests of the County and Operating Agency in performing the scope of services under this Contract;
  - v. Do not alter the total amount of compensation under this Contract; and
  - vi. Are approved by the Executive Director, or his designee, in writing prior to expenditures being made.
20. JOINT FUNDING. For projects in which there are sources of funds in addition to CDBG funds, Operating Agency shall provide proof of such other funding upon

request. The County shall not pay for any costs incurred by Operating Agency, which are funded by other sources. All restrictions and/or requirements provided for in this Contract, relative to accounting, budgeting and reporting, apply to the total project regardless of funding source.

21. INDEPENDENT CONTRACTOR. Both parties hereto in the performance of this Contract will be acting in an independent capacity and not as agents, employees, partners, joint venturers or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever, including workers' compensation liability. Operating Agency shall bear the sole responsibility and liability for furnishing workers' compensation benefits to any person for injuries arising from or connected with services performed on behalf of the Operating Agency pursuant to this Contract.
22. USE OF FUNDS. All funds approved under this Contract shall be used solely for costs approved in the project budget(s) for the ATI(s) under this Contract. Contract funds shall not be used as a cash advance between contracts, as security to guarantee payments for any nonprogram obligations, or as loans for nonprogram activities. Separate financial records shall be kept for such funding source(s) and program.
23. DISALLOWED COSTS. If Operating Agency has failed to return unexpended funds or funds spent for disallowed costs related to any CDBG contract it has with the County, County may withhold and offset payments to be made to Operating Agency under this Contract.
24. ASSIGNMENT AND SUBCONTRACTING. Operating Agency may not assign or subcontract any portion of this Contract without the express written consent of the County. Any attempt by Operating Agency to assign or subcontract any performance of the terms of this Contract shall be null and void and shall constitute a material breach of this Contract, upon which the County may immediately terminate this Contract through the Executive Director.
25. AMENDMENTS/VARIATIONS. This writing, with attachments, embodies the whole of the agreement of the parties hereto. No oral agreement shall be binding upon the parties unless expressly stated herein. Except as provided herein, any addition to or variation of the terms of this Contract shall not be valid unless made in the form of a written amendment of this Contract formally approved and executed by both parties. All Amendments must be received by County no more than sixty (60) calendar days from the expiration date of this Contract. No amendments will be accepted after April 30<sup>th</sup> of the program year.

26. NOTICES. All notices shall be served in writing. The notices to the Operating Agency shall be sent to the following address:

«Agency\_Name»  
«Street\_Address»  
«City», «State» «Zip»

Notices, reports and statements to the County shall be personally delivered or sent via First Class U.S. mail to the Executive Director or his designee at:

Carlos Jackson, Executive Director  
Community Development Commission of the County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Each party shall promptly notify the other of any change in its mailing address.

27. WARRANTY OF AUTHORITY. The undersigned signatory for the Operating Agency covenants, warrants and guarantees that he/she is empowered and authorized to sign this Contract on behalf of Operating Agency in accordance with the terms and conditions stated herein.

28. REVERSION OF ASSETS. Upon expiration or termination of this Contract, the Operating Agency shall immediately transfer to the County any remaining CDBG funds on hand at the time of expiration or termination and any accounts receivable attributable to the use of CDBG funds. Any real property under the Operating Agency's ownership or possession that was acquired or improved in whole or in part with CDGB funds in excess of \$25,000 shall be either:

- i. Used to meet one of the national objectives in 24 CFR Section 570.208 for five (5) years following the close-out of the CDBG grant from which assistance to the property was provided after expiration of this Contract (24 CFR Section 570.505), or such longer period of time as may be specified in the Exhibit A; or
- ii. Disposed of in a manner, which results in the County being reimbursed in the amount of the current fair market value of the property less any portion thereof attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such reimbursement is not required after the period of time and under the conditions specified in subparagraph i above.

The Operating Agency shall maintain the use of the real property and documentation verifying compliance with the national objective for a period of five years after closeout of this project, per 24 CFR Section 570.505, Use of Real Property, which states, "[t]he standards described in this section apply to real property within the recipient's control which was acquired or improved in whole or in part using CDBG

funds in excess of \$25,000." These standards shall apply from the date CDBG funds are first spent for the property until five years after closeout of an entitlement recipient's participation in the entitlement CDBG program, or, with respect to other recipients, until five years after the closeout of the grant from which assistance to the property was provided. The Operating Agency must submit to the Commission a completed "Certification of Eligible Use" Form verifying that the real property is used exclusively for the eligible use and purpose as provided in the Exhibit A. This form shall be submitted on an annual basis, by April 30<sup>th</sup>, beginning in year two (2) and for a period of five (5) years after closeout of the project. In case of the change of use or disposition, the Commission must be reimbursed for the then-current fair market value of the property, less the pro rata share of expenditures made with non-CDBG funds to acquire or improve the property.

29. CERTIFICATION REGARDING LOBBYING. With regard to the certification for contracts, grants, loans, and Cooperative Agreements, the undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit to HUD Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

30. CERTIFICATION PROHIBITING USE OF EXCESSIVE FORCE. In accordance with Section 519 of Public Law 101-144, the undersigned certifies, to the best of his or her knowledge and belief that it has adopted and is enforcing:
- (1) A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
  - (2) A policy of enforcing applicable State and local laws against individuals physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
31. DRUG-FREE WORKPLACE. Operating Agency agrees to provide a drug-free workplace by:
- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Operating Agency's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (2) Establishing an ongoing drug-free awareness program to inform employees about -
    - a. The dangers of drug abuse in the workplace;
    - b. The Operating Agency's policy of maintaining a drug-free workplace;
    - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (3) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1 of this Section 31;
  - (4) Notifying the employee in the statement required by paragraph 1 of this Section 31 that, as a condition of employment under the grant, the employee will -
    - a. Abide by the terms of the statement; and

- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (5) Notifying the County in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
  - (6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
    - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.
  - (8) The Operating Agency may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant;

Check \_\_\_ if there are workplaces on file that are not identified here.

32. RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN. Section 104(d) of the Housing and Community Development Act of 1974, also known as the Barney Frank Amendment, requires relocation assistance for displaced low-income families and requires one-for-one replacement of low/moderate income dwelling units that are demolished or converted to other use. When CDBG funds are used in a project, including financing for rehabilitation, or project delivery costs, Section 104(d) is triggered. CDBG Regulations further describe the requirements under 24 CFR Section 570.606 Displacement, Relocation, Acquisition, and Replacement of Housing.

Operating Agency must adopt and make public a Residential Antidisplacement and Relocation Assistance Plan as part of its administrative requirements to HUD. Before Operating Agency enters into a Contract committing it to provide funds for any activity that will directly result in the demolition, or conversion to another use, of low/moderate-income dwelling units, it must make public and submit to HUD the information as described in Sections 24 CFR Sections 570.457; 570.496 (a); 570.606 (c); and 570.702 (f).

33. SECTION 3. In order to comply with the Housing and Urban Development Act of 1968, the Operating Agency and, where applicable, its contractor(s) and subcontractor(s) shall comply with Section 3 regulations as described in 24 CFR Part 135. Section 3 compliance activities of the Operating Agency and its contractor(s) and subcontractor(s) shall be governed by the Commission's CDBG Compliance Instructions, as amended, which can be made available to Operating Agency for inspection and copying upon request, if Operating Agency does not already possess a copy.

34. QUALITY ASSURANCE PLAN. The County will evaluate Operating Agency's performance under this Contract on not less than an annual basis. Such evaluation will include assessing Operating Agency's compliance with all Contract terms and performance standards. Operating Agency's deficiencies which County determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Operating Agency. If improvement does not occur consistent with the corrective measure, County may terminate this Contract, pursuant to this Contract.

A performance review will be conducted no later than 90 days prior to the end of the first and second years of the Contract to evaluate the performance of the Operating Agency. Based on the assessment of the performance review, as determined by the County in its sole discretion, written notification will be given to the Operating Agency whether the Contract will be terminated at the end of the current year or will be continued into the next Contract year.

35. TERMINATION FOR IMPROPER CONSIDERATION (GRATUITIES). The County may, by written notice to the Operating Agency, immediately terminate the right of the Operating Agency to proceed under this Contract if it is found that improper consideration, in any form, was offered or given by the Operating Agency, either directly or through an intermediary, to any County officer, employee or agent with the intent of securing the Contract or securing favorable treatment with respect to the award, amendment or extension of the Contract or the making of any determinations with respect to the Operating Agency's performance pursuant to the Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against Operating Agency as it could pursue in the event of default by the Operating Agency.

Operating Agency shall immediately report any attempt by the County officer or employee to solicit such improper consideration. The Report shall be made to the Executive Director of the Commission or the County Auditor-Controller's Employee Fraud Hotline 800-544-6861.

36. INSURANCE. The Executive Director hereby authorizes the Commission's Risk Manager to determine the requirements of the insurance policy to be procured and maintained by Operating Agency with respect to its activities and obligations hereunder. Without limiting Operating Agency's indemnification of County, the Operating Agency shall provide and maintain at its own expense during the term of this Contract, a program of insurance satisfactory to the Commission's Risk Manager covering its operations hereunder, as specifically defined in Exhibit B to this Contract, a copy of which is attached hereto and incorporated herein by this reference.
37. NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT. Operating Agency shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.
38. COUNTY LOBBYIST ORDINANCE. Operating Agency and each County lobbyist firm, as defined in Los Angeles County Code Chapter 2.160 (County Ordinance 93-0031), retained by the Operating Agency, shall fully comply with the requirements as set forth in said County Code. The Operating Agency must also certify in writing that they are familiar with the Los Angeles County Code Chapter 2.160 and that all persons acting on behalf of the Operating Agency will comply with the County Code.

Failure on the part of the Operating Agency and or County Lobbyist to fully comply with the County Lobbyist requirements shall constitute a material breach of the contract upon which the County may immediately terminate this Contract and the Operating Agency shall be liable for civil action.

39. TERMINATION FOR CAUSE. This Contract may be terminated by the County upon written notice to the Operating Agency for just cause (failure to perform satisfactorily) with no penalties incurred by the County upon termination or upon the occurrence of any of the following events in a, b or c:
  - a. Should the Operating Agency fail to perform all or any portion of the work required to be performed hereunder in a timely and good workmanlike manner or properly carry out the provisions of the Contract in their true intent and meaning, then in such case, notice thereof in writing will be served upon the Operating Agency, and should the Operating Agency neglect or refuse to provide a means for satisfactory compliance with this Contract and with the direction of the County within the time specified in such notice, the County shall have the power to suspend or terminate the operations of the Operating Agency in whole or in part.

- b. Should the Operating Agency fail within five days to perform in a satisfactory manner, in accordance with the provisions of the Contract, or if the work to be done under said Contract is abandoned for more than three days by the Operating Agency; then notice of deficiency thereof in writing will be served upon Operating Agency by the Manager of Central Services.

Should the Operating Agency fail to comply with the terms of said Contract within five days, upon receipt of said written notice of deficiency, the Executive Director of Commission shall have the power to suspend or terminate the operations of the Operating Agency in whole or in part.

- c. In the event that a petition of bankruptcy shall be filed by or against the Operating Agency.

- 40. CONFIDENTIALITY OF REPORTS. Operating Agency shall keep confidential all reports, information and data received, prepared or assembled pursuant to performance hereunder. Such information shall not be made available to any person, firm, corporation or entity without the prior written consent of the County.
- 41. CONFLICT OF INTEREST. The Operating Agency, its agents and employees shall comply with all applicable Federal, State and County laws and regulations governing conflict of interest including, but not limited to, 24 CFR Part 570.611 and 24 CFR Part 85, Section 85.36(b). To this end, the Operating Agency will make available to its agents and employees copies of all applicable Federal, State and County laws and regulations governing conflict of interest.
- 42. USE OF RECYCLED-CONTENT PAPER PRODUCTS. Consistent with the County Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Operating Agency agrees to use recycled-content paper to the maximum extent possible in relation to this Project.
- 43. SEVERABILITY. In the event that any provision herein contained is held to be shall be deemed severable from the remainder of this Contract and shall in no way affect, impair or invalidate any other provision contained herein. If any such provision shall be deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.
- 44. INTERPRETATION. No provision of this Contract is to be interpreted for or against either party because that party or that party's legal representative drafted such provision, but this Contract is to be construed as if it were drafted by both parties hereto.
- 45. WAIVER. No breach of any provision hereof can be waived unless in writing. Waiver of any one breach of any provision shall not be deemed to be a waiver of any breach of the same of any other provision hereof.

46. TERMINATION FOR CONVENIENCE. The County reserves the right to cancel this Contract for any reason at all upon 30 days' prior written notice to Operating Agency. In the event of such termination, Operating Agency shall be entitled to a prorated portion paid for all satisfactory work unless such termination is made for cause, in which event, compensation if any, shall be adjusted in such termination.
47. FINANCIAL CLOSE OUT PERIOD. The Operating Agency agrees to complete all necessary financial close out procedures required by the Executive Director or designee, within a period of not more than sixty (60) calendar days from the expiration date of this Contract. This time period will be referred to as the financial close out period. The County is not liable to provide reimbursement for any expenses or costs associated with this Contract after the expiration of the financial close out period. After the expiration of the financial close out period, those funds not paid to the Operating Agency under this Contract, if any, may be immediately reprogrammed by County into other eligible activities in the County. The Executive Director, or his designee, may request a final financial audit for activities performed under this Contract at the expiration of the financial close out period.
48. NONEXPENDABLE PROPERTY. Nonexpendable property means leased and purchased tangible personal property, such as office equipment, having a useful life of more than one (1) year and/or an acquisition cost of \$5,000 or more per unit. Nonexpendable property shall also include, but not limited to real property any interest in real property (including any mortgage or other encumbrance of real property). Any utilization of funds derived from the sale or disposition of nonexpendable property must have prior approval of the County and otherwise comply with all applicable laws and regulations. In the event the Contract is terminated, the County reserves the right to determine the final disposition of said nonexpendable property acquired for this project with CDBG funds, including funds derived there from. Said disposition may include taking possession of said nonexpendable property.

The Operating Agency shall maintain up-to-date property records, listing all non-expendable property it has leased or purchased during the term of this Contract. The following items should be included in the list: description of property, serial or ID number, source of funds that purchased the item (including the award number), owner of property, date of purchase, cost, percentage of cost paid with Federal monies, location, condition and use of property, date of disposal, and sale price or method used to determine the current fair market value. The Operating Agency shall conduct a physical inventory of the nonexpendable property at least once every two (2) years, reconcile the inventory with its property records and maintain these records for four years (4) after the termination or expiration of this Contract. In the event there is a change of use or disposition of the property, if the cost of the property was over \$5,000, the Operating Agency shall immediately pay to the County a pro-rata share of the then current fair market value of the property. The pro-rata share shall be calculated by multiplying the then-current fair market value by the percentage of the purchase price paid with CDGB funds or program income.

49. PURCHASE OR LEASE OF NONEXPENDABLE PROPERTY. Operating Agency shall obtain three (3) documented bids prior to purchasing or leasing any nonexpendable personal property as approved in Exhibit A, Project Description and Activity Budget. The Operating Agency must purchase or lease from the lowest, responsive and responsible bidder. Operating Agency shall properly identify and inventory all nonexpendable property purchased or leased with a purchase price of \$5,000 or more pursuant to the Contract and seek reimbursement from the County for the actual price of said property, deducting all cash discounts, rebates and allowances received by Operating Agency. Operating Agency shall provide said inventory to the County upon request.

If there is a residual inventory of unused supplies, upon termination or completion of the project or termination or expiration of this Contract, with a then-current aggregate fair market value exceeding \$5,000 and if the supplies are not needed for any other federally sponsored program(s) or project(s), the Operating Agency shall immediately pay the County for its pro rata share of the then-current aggregate fair market value calculated at the percentage of the purchase price paid with CDBG funds. The Operating Agency shall obtain prior approval of the County and otherwise comply with all applicable laws and regulations prior to utilizing the supplies for any other federally sponsored program(s) or project(s).

50. ARCHITECTURAL BARRIERS ACT AND THE AMERICANS WITH DISABILITIES ACT. The Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) requires certain Federal and Federally funded buildings and other facilities to be designed, constructed, or altered in accordance with standards that insure accessibility to, and use by, physically handicapped people. A building or facility designed, constructed, or altered with funds allocated or reallocated under this part after December 11, 1995, and that meets the definition of residential structure as defined in 24 CFR Section 40.2 or the definition of building as defined in 41 CFR Part 101, is subject to the requirements of the Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) and shall comply with the Uniform Federal Accessibility Standards (Appendix A to 24 CFR Part 40 for residential structures and Appendix A to 41 CFR Parts 101-19 for general type buildings). The Americans with Disabilities Act (42 U.S.C. Section 12131; 47 U.S.C. Sections 155.201, 218 and 225) (ADA) provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications. It further provides that discrimination includes a failure to design and construct facilities for first occupancy after January 26, 1993 that are readily accessible to and usable by individuals with disabilities. Further, the ADA requires the removal of architectural barriers and communication barriers that are structural in nature in existing facilities, where such removal is readily achievable--that is, easily accomplishable and able to be carried out without much difficulty or expense.

51. CONSTRUCTION\REHABILITATION PROJECTS. The Operating Agency shall submit a request to the County, to conduct a Contract and Labor Compliance File Review at least 30 calendar days prior to the anticipated completion of construction/rehabilitation activities, but in no event later than May 30, 20 .
52. PHOTOGRAPHS, FOOTAGE, AND OTHER MEDIA MATERIALS. Operating Agency represents and warrants that all photographs, videos, DVD's, footage, magazines, and other media materials provided to the County are either public record or have been legally procured without invading the copyright, ownership, or privacy rights of any individual. Operating Agency further agrees to defend, hold harmless, and indemnify the County from any and all liability, as described in Section 16, Indemnification, arising from or related to County's use of said photographs, videos, DVD's, footage, magazines, and other media materials.
53. ENTIRE CONTRACT. This Contract with attachments and any and all CDBG Bulletins, which the County may issue from time to time following the date of execution, constitute the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Contract to be subscribed by the Executive Director of the Community Development Commission, and the Operating Agency has subscribed the same through its authorized officers, on the day, month and year first above written.

COUNTY OF LOS ANGELES

CITY OF

BY: \_\_\_\_\_  
CARLOS JACKSON, Executive Director  
Community Development Commission  
of the County of Los Angeles

BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_

ATTEST:

CITY CLERK: \_\_\_\_\_

BY: \_\_\_\_\_

APPROVED AS TO FORM:

APPROVED AS TO PROGRAM:

RAYMOND G. FORTNER, JR.  
County Counsel

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

BY: \_\_\_\_\_  
Deputy

BY: \_\_\_\_\_  
Director, CDBG

**COUNTY OF LOS ANGELES  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
REIMBURSABLE CONTRACT**

PROJECT TITLE:

PROJECT NUMBER:

CONTRACT NUMBER:

THIS CONTRACT is made and entered into this «Date» day of «Month», by and between the County of Los Angeles, hereinafter called the "County," acting by and through the Executive Director of the Community Development Commission of the County of Los Angeles, and «Agency\_Name», hereinafter called the "Operating Agency."

WITNESSETH THAT:

WHEREAS, the County has entered into a Contract with the United States of America, through its Department of Housing and Urban Development (HUD), to execute the County's Community Development Block Grant (CDBG) Program, which includes the project described herein, under the Housing and Community Development Act of 1974 ("Act"), as amended; and

WHEREAS, Operating Agency desires to participate in said CDBG program and is qualified by reason of experience, preparation, organization, staffing and facilities to provide the services and implement the project described herein.

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

1. CONTRACT. This Contract consists of this document and attachments: Exhibit A, Project Description and Activity Budget, and Exhibit B, Insurance Requirements.
2. CONTRACT ADMINISTRATION. The Executive Director (Executive Director) of the Community Development Commission of the County of Los Angeles (Commission), or his designee, shall have full authority to act for County in the administration of this Contract consistent with the provisions contained herein.
3. SCOPE OF SERVICES. The Operating Agency is to perform all the services set forth in the Exhibit A, Project Description and Activity Budget.
4. TIME OF PERFORMANCE. Operating Agency shall commence the services described herein on the date first above written, and shall complete same by no later than .
5. COMPENSATION AND METHOD OF PAYMENT. For satisfactory performance under this Contract, County shall reimburse Operating Agency an amount not to exceed dollars («FY Budget Amount»), which shall constitute full and complete compensation hereunder for the implementation of

the project described in Exhibit A. Said reimbursement will only be paid out of funds received from the federal government under the Act for the Fiscal Year or from program income, as described in 24 CFR 570.504 accumulated under said program, for allowable costs actually incurred for the express purposes specified. The parties understand and agree that such reimbursement, if any, shall be conditioned upon receipt of said funds by the County from the federal government or accumulation of program income from said program, and shall not be a charge against any other funds of the County. Funds shall be paid only after submittal of the electronic payment request form. This payment request form must be submitted on a minimum of a monthly basis as specified and provided by the Community Development Commission (CDC), County of Los Angeles. Said payment request shall give the total of said cash expenses paid during the monthly reporting period and shall also itemize the same in detail conforming to the budget required by Section 6 of this Contract. After timely receipt and approval of each payment request form, the Commission will draw a check in favor of the Operating Agency in the approved amount

Operating Agency shall have no claim against the County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Operating Agency after the expiration or other termination of this Contract. Should Operating Agency receive any such payment, it shall immediately notify the County and immediately repay all such funds to the County. Payment by the County for services rendered after expiration and/or termination of this Contract shall not constitute a waiver of the County's right to recover such payment from Operating Agency. This provision shall survive the expiration or other termination of this Contract.

6. BUDGET SECTION. No more than the amounts specified in the Project Description and Activity Budget, Exhibit A to this Contract, which is attached hereto and incorporated herein by this reference in paragraph 3, may be spent for the separate cost categories specified in Exhibit A without written approval of the County.
7. COMPLIANCE WITH LAWS. All parties agree to be bound by all applicable Federal, State, and local laws, ordinances regulations and directives as they pertain to the performance of this Contract. This Contract is subject to and incorporates the terms of the Act; 24 CFR Part 570; U.S. Office of Management and Budget (OMB) Circulars A-110 and A-122; OMB Circular A-133 Compliance Supplement and the County Auditor-Controller Contract Accounting and Administration Handbook. The Catalog of Federal Domestic Assistance (CFDA) number assigned to the Community Development Block Grant Program is 14.218.

The Operating Agency shall comply with applicable uniform administrative requirements, as described in 24 CFR 570.502. The Operating Agency shall carry out each activity in compliance with all Federal laws and regulations described in 24 CFT Part 570, Subpart J, except that:

- i. The Operating Agency does not assume the County environmental responsibilities described in 24 CFR 570.604; and
- ii. The Operating Agency does not assume the County's responsibility for initiating the review process under Executive Order 12372.

Operating Agency agrees to be bound by applicable federal, state and local laws, regulations and directives as they pertain to the performance of the Contract, including, but not limited to, Sections a-g below. This Contract is subject to and incorporates the terms of the Housing and Community Development Act of 1974, as amended by the Cranston-Gonzales National Affordable Housing Act, 1990 and the 24 CFR Part 85.

- a. Operating Agency shall comply with the Civil Rights Act of 1964 Title VI which provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- b. Operating Agency shall comply with Section 109 of the Housing and Community Development Act of 1974 which states that no person in the United States shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.
- c. Operating Agency shall comply with Executive Orders 11246 and 11375, Equal Opportunity in Employment, which requires that during the performance of this Contract, the Operating Agency will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Operating Agency will take affirmative action to ensure that applicants are employed, and that employees are treated fairly during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Operating Agency agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause.

The Operating Agency will, in all solicitations or advertisements for employees placed by or on behalf of the Operating Agency, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The Operating Agency will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency of the Operating Agency's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Operating Agency will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

The Operating Agency will furnish all information and reports required by the Executive Orders and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the Commission and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

In the event the Operating Agency fails to comply with the non-discrimination clauses of this Contract or with any of such rules, regulations or orders, this Contract may be canceled, terminated or suspended in whole or in part, and the Operating Agency may be declared ineligible for further Government contracts in accordance with procedures authorized in the Executive Orders and such other sanctions may be imposed and remedies invoked as provided in the Executive Orders or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.

The Operating Agency will include the provisions of these paragraphs in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of the Executive Order No. 11246 of September 24, 1965, that such provisions shall be binding upon each subcontractor or vendor. The Operating Agency will take such actions with respect to any subcontract or purchase order as the County may direct as a means of enforcing such provisions including sanctions for noncompliance, provided however, that in the event the Operating Agency becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the County, the Operating Agency may request the United States to enter into such litigation to protect the interests of the United States.

- d. Should the Operating Agency require additional or replacement personnel after the effective date of this Contract, the Operating Agency shall give consideration for any such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. The Operating Agency shall contact the County's

GAIN/GROW Division at (626) 927-5354 for a list of GAIN/GROW participants by job category.

- e. The Operating Agency is prohibited by the Department of Interior and Related Agencies Appropriations Act, known as the Byrd Amendments, and HUD's 24 CFR Part 87, from using federally appropriated funds for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, loan or cooperative Contract, and any extension, continuation, renewal, amendment or modification of said documents.

The Operating Agency must certify in writing that it is familiar with the Federal Lobbyist Requirements and that all persons and/or subcontractors acting on behalf of the Operating Agency will comply with the Federal Lobbyist Requirements.

Should the Operating Agency or persons/subcontractors acting on behalf of the Contract fail to fully comply with the Federal Lobbyist Requirements civil penalties shall result.

- f. Operating Agency and each County lobbyist or County lobbyist firm, as defined in Los Angeles County Code Chapter 2.160 (County Ordinance 93-0031), retained by the Operating Agency, shall fully comply with the requirements as set forth in said County Code Chapter. The Operating Agency must also certify in writing that it is familiar with the Los Angeles County Code Chapter 2.160 and that all persons acting on its behalf will comply with the County Code requirements.

Failure on the part of the Operating Agency and/or its Lobbyist(s) to fully comply with said County Lobbyist requirements shall constitute a material breach of the Contract upon which the County may immediately terminate this Contract, and the Operating Agency shall be liable for any and all damages incurred by the County and/or any federal agency as a result of such breach.

- g. The County ensures equal opportunity in the award and performance of any contract to all persons without regard to race, color, sex, religion, national origin, ancestry, age, marital status, or disability.

8. CONFIDENTIALITY OF REPORTS. Operating Agency shall keep confidential all reports, information and data received, prepared or assembled pursuant to performance hereunder. Such information shall not be made available to any person, firm, corporation or entity without the prior written consent of the County.

9. SAFETY STANDARDS AND ACCIDENT PREVENTION. The Operating Agency shall comply with all applicable federal, state and local laws governing

safety, health and sanitation. The Operating Agency shall provide all safeguard, safety devices and protective equipment and take any other needed actions, as its own responsibility, reasonable necessary to protect the life and health of employees on the job, the safety of the public and personal and real property in connection with the performance of this Contract.

10. SEVERABILITY. In the event that any provision herein contained is held to be invalid, void, or illegal by any court of competent jurisdiction, the same shall be deemed severable from the remainder of this Contract and shall in no way affect, impair or invalidate any other provision contained herein. If any such provision shall be deemed invalid due to its scope of breadth, such provision shall be deemed valid to the extent of the scope of breadth permitted by law.
11. INTERPRETATION. No provision of this Contract shall be interpreted for or against either part because that party or that party's legal representative drafted such provision, but this Contract is to be construed as if both parties drafted it hereto.
12. WAIVER. No breach of any provision hereof can be waived unless in writing. Waiver of breach of any provision herein shall not be deemed to be a waiver of additional breaches of the same provision or breach of any other provision herein.
13. PROGRAM EVALUATIONS AND REVIEW. Operating Agency shall make available for inspection to authorized County and HUD personnel and their agents, for a total of five (5) years from the date of this Contract, all records including financial, pertaining to its performance under this Contract and allow said County and HUD personnel and agents to inspect and monitor Operating Agency's facilities and program operations, and interview Operating Agency staff and program participants, as required by the County and/or HUD.

Operating Agency agrees to submit all data that are necessary to complete the Consolidated Annual Performance and Evaluation Report (CAPER) and monitor program accountability and progress in accordance with HUD requirements in the format and at the time designated by the Executive Director or his designee.

14. NONEXPENDABLE PROPERTY. Nonexpendable property means leased and purchased tangible personal property, such as office equipment, having a useful life of more than one (1) year and/or an acquisition cost of \$5,000 or more per unit. Nonexpendable property shall also include, but not be limited to, real property, any interest in real property (including any mortgage or other encumbrance of real property), and funds derived from the sale or disposition of nonexpendable property. Any utilization of funds derived from the sale or disposition of nonexpendable property must have prior approval of the County and otherwise comply with all applicable laws and regulations. In the event the Contract is terminated, the County reserves the right to determine the final disposition of said nonexpendable property acquired for this project with CDBG funds, including funds derived there from. Said disposition may include taking possession of said nonexpendable property.

The Operating Agency shall maintain up-to-date property records, listing all non-expendable property it has leased or purchased during the term of this Contract. The following items should be included in the list: description of property, serial or ID number, source of funds that purchased the item (including the award number), owner of property, date of purchase, cost, percentage of cost paid with Federal monies, location, condition and use of property, date of disposal, and sale price or method used to determine the current fair market value. The Operating Agency shall conduct a physical inventory of the nonexpendable property at least once every two (2) years, reconcile the inventory with its property records and maintain these records for four years (4) after the termination or expiration of this Contract. In the event there is a change of use or disposition of the property, if the then-current fair market value is over \$5,000, the Operating Agency shall immediately pay to the County a pro-rata share of the then-current fair market value of the property. The pro-rata share shall be calculated by multiplying the then-current fair market value by the percentage of the purchase price paid with CDGB funds or program income.

15. REVERSION OF ASSETS. Upon expiration or termination of this Contract, the Operating Agency shall immediately transfer to the County any remaining CDBG funds on hand at the time of expiration or termination and any accounts receivable attributable to the use of CDBG funds. Any real property under the Operating Agency's ownership or possession that was acquired or improved in whole or in part with CDGB funds in excess of \$25,000 shall be either:
- i. Used to meet one of the national objectives in 24 CFR 570.208 for five (5) years following the close-out of the CDBG grant from which assistance to the property was provided after expiration of this Contract (24 CFR 570.505), or such longer period of time as may be specified in the Exhibit A;
  - ii. Disposed of in a manner, which results in the County being reimbursed in the amount of the current fair market value of the property less any portion thereof attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such reimbursement is not required after the period of time and under the conditions specified in subparagraph i above.

The Operating Agency shall maintain the use of the real property and documentation verifying compliance with the national objective for a period of five years after closeout of this project, per 24 CFR 570.505, Use of Real Property, which states, "[t]he standards described in this section apply to real property within the recipient's control which was acquired or improved in whole or in part using CDBG funds in excess of \$25,000." These standards shall apply from the date CDBG funds are first spent for the property until five years after closeout of an entitlement recipient's participation in the entitlement CDBG program, or, with respect to other recipients, until five years after the closeout of the grant from which assistance to the property was provided. The Operating Agency must submit to the Commission a completed "Certification of Eligible Use" Form verifying that the real property is used exclusively for the eligible use

and purpose as provided in the Exhibit A. This form shall be submitted on an annual basis, by April 30<sup>th</sup>, beginning in year two (2) and for a period of five (5) years after closeout of the project. In case of a change of use or disposition, the Commission must be reimbursed for the then-current fair market value of the real property, less the pro-rata shares of expenditures made with non-CDBG funds to acquire or improve the real property.

16. PURCHASE OR LEASE OF NONEXPENDABLE PROPERTY. Operating Agency shall obtain three (3) documented bids prior to purchasing or leasing any nonexpendable personal property as approved in Exhibit A, Project Description and Activity Budget. The Operating Agency must purchase or lease from the lowest responsive and responsible bidder. Operating Agency shall properly identify and inventory all nonexpendable property purchased or leased pursuant to the Contract and seek reimbursement from the County for the actual price of said property, deducting all cash discounts, rebates and allowances received by Operating Agency. Operating Agency shall provide said inventory to the County upon request.

If there is a residual inventory of unused supplies upon termination or completion of the project, or termination or expiration of this Contract, with a then-current aggregate fair market value exceeding \$5,000 and if the supplies are not needed for any other federally sponsored program(s) or project(s), the Operating Agency shall immediately pay the County for its pro-rata share of the then-current aggregate fair market value calculated at the percentage of the purchase price paid with CDBG funds. The Operating Agency shall obtain prior approval of the County and otherwise comply with all applicable laws and regulations, prior to utilizing the supplies for any another federally sponsored program(s) or project(s).

17. ACCOUNTING. The Operating Agency must establish and maintain on a current basis an adequate accounting system in accordance with generally accepted accounting principles and standards, and the County Auditor-Controller Contract Accounting and Administration Handbook. Regardless of the Operating Agency's method of accounting, expenses must be reported in accordance with Sections 5 and 42 of this Contract.
18. CHANGES. The County may, from time to time, request changes hereunder, including the scope of services of the Operating Agency. Such changes, including any increase or decrease in the amount of the Operating Agency's compensation, which are agreed upon by and between the County and the Operating Agency, shall be incorporated into this Contract by written amendments. Any changes by HUD to the regulations or requirements governing Operating Agency's performance hereunder need not be incorporated by written amendment and will be binding upon Operating Agency upon notification by County.
19. CHANGES IN GRANT ALLOCATION. The County reserves the right to reduce the grant allocation when the County's fiscal monitoring indicates that the Operating Agency's rate of expenditure will result in unspent funds at the end of the program year. Changes in the grant allocation will be made after consultation

with the Operating Agency. Such changes shall be incorporated into this Contract by written amendments.

20. CITIZEN PARTICIPATION. All program data necessary to provide reports to citizens will be made available by the Operating Agency. Discussions will be held often enough so that the Operating Agency will be adequately apprised of citizen recommendations during the course of the program. Operating Agency representatives shall be available to respond to questions and receive recommendations at local meetings when so requested by the Executive Director or his designee.
  
21. REVENUE DISCLOSURE REQUIREMENT. Upon request, Operating Agency shall file with the County a written statement listing all revenue received, or expected to be received, by Operating Agency from Federal, State, City or County sources, or other governmental agencies, and applied for, or expected to be applied for, to offset, in whole or in part, any of the costs incurred by Operating Agency in conducting current or prospective projects or business activities, including, but not necessarily limited to, the project or business activity which is the subject of this Contract. Such statement shall reflect the name and a description of such business activity, the dollar amount of funding provided, or to be provided, by each and every governmental agency for each such project or business activity, and the full name and address of each governmental agency. Operating Agency shall make available for inspection and audit to County's representatives, upon request, at any time during the duration of this Contract, and for a period of five (5) years after the expiration of the contract, all of its books and records relating to the operation by it of each project or business activity which is funded in whole or in part with governmental monies, including the project(s) funded under this Contract, whether or not such monies are received through County. All such books and records shall be maintained by Operating Agency at a location in Los Angeles County.

Failure of Operating Agency to comply with the requirements of this Section 21 of this Contract shall constitute a material breach of contract upon which County may immediately cancel, terminate or suspend this Contract through its Executive Director.

22. JOINT FUNDING. For projects in which there are sources of funds in addition to CDBG funds, Operating Agency may be required to provide proof of such other funding. The County shall not pay for any costs incurred by Operating Agency, which are paid with other funds. All restrictions and/or requirements provided for in this Contract, relative to accounting, budgeting and reporting, apply to the total project regardless of funding sources.
  
23. ASSURANCES. The Operating Agency hereby assures and certifies that it has complied with the Act, applicable regulations, policies, guidelines and requirements, 24 CFR Part 85 and OMB Circular A-87, and that it will comply with all applicable Federal, State and local laws and regulations as they relate to acceptance and use of Federal funds for this program. Also, the Operating

Agency gives assurance and certifies with respect to the project specified in Exhibit A, that it will comply with all of the provisions of 24 CFR 570.303 and all other laws and regulations, which pertain to assurances of program applicants. Furthermore, the Operating Agency gives assurance and certifies that it will comply with provisions of 41 CFR Part 60-1.4 and 24 CFR Part 135, each of which is incorporated herein by this reference. Operating Agency further assures and certifies that it will comply with any further amendments or changes to said required assurances and certifications and that, during the term of this Contract, it will maintain current copies of said assurances and certifications at the address specified below.

24. NOTICES. All notices shall be served in writing. The notices to the Operating Agency shall be sent to the following address:

«Agency»  
«Address»  
«City», CA «Zip»

Notices, reports and statements to the County shall be personally delivered or sent via First Class U. S. mail to the Executive Director or his designee at:

Carlos Jackson, Executive Director  
Community Development Commission of the County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Each party shall promptly notify the other of any change in its mailing address.

25. ASSIGNMENT AND SUBCONTRACTING. Operating Agency may not assign or subcontract any portion of this Contract without the express written consent of the County. Any attempt by Operating Agency to assign or subcontract any performance of the terms of this Contract shall be null and void and shall constitute a material breach of this Contract, upon which the County may immediately terminate this Contract through the Executive Director.
26. NOTICE OF FEDERAL EARNED INCOME CREDIT. Operating Agency shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.
27. FISCAL LIMITATIONS. The United States of America, through HUD, may in the future place programmatic or fiscal limitation(s) on CDBG funding. Accordingly, the County reserves the right, in its sole discretion, to revise this Contract in order to take into account actions and events affecting CDBG program funding. In the event of a CDBG funding reduction by HUD, the County may, in its sole discretion, reduce the compensation amount of this Contract in whole or in part, or may limit the rate of the Operating Agency's use of both its uncommitted

and its unspent funds. The Executive Director, or his designee, may act for the County in implementing and effecting such a reduction. in the compensation amount of this Contract.

Where the Executive Director, or his designee, has reasonable grounds to question the fiscal accountability, financial soundness, or compliance with this Contract of the Operating Agency, the County, through the Executive Director, or his designee, may suspend this Contract for up to sixty (60) days, upon three (3) days notice to Operating Agency, pending an audit or other resolution of such questions. In no event, however, shall a revision made by the County affect expenditures and legally binding commitments made by the Operating Agency before it received notice of such revision, provided that such amounts have been committed in good faith and are otherwise allowable, that such commitments are consistent with HUD cash withdrawal guidelines, and that CDBG funds are available to County to satisfy such expenditures or legally binding commitments.

28. USE OF FUNDS FOR ENTERTAINMENT, MEALS OR GIFTS. Operating Agency certifies and agrees that it will not use funds provided through this Contract to pay for entertainment, meals or gifts.
29. INDEMNIFICATION. The Operating Agency agrees to indemnify, defend and hold harmless the County, the Community Development Commission of the County of Los Angeles, the Housing Authority of the County of Los Angeles (Housing Authority), and their elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the Operating Agency's acts and/or omissions arising from and/or relating to this Contract.
30. CONFLICT OF INTEREST. The Operating Agency, its agents and employees shall comply with all applicable Federal, State and County laws and regulations governing conflict of interest including, but not limited to, 24 CFR Part 570.611 and 24 CFR Part 85, Section 85.36(b). To this end, the Operating Agency will make available to its agents and employees copies of all applicable Federal, State and County laws and regulations governing conflict of interest.
31. BUDGET MODIFICATIONS. The Executive Director or his designee, who shall be a Division Director or higher, may grant budget modifications to this Contract for the movement of funds between the budget categories identified in Exhibit A, when such modifications:
  - i. Are specifically requested by Operating Agency;
  - ii. Will not change the project goals or scope of services;
  - iii. Are in the best interest of the County and Operating Agency in performing the scope of services under this Contract; and
  - iv. Do not alter the total amount of compensation under this Contract;

32. TIME OF PERFORMANCE MODIFICATIONS. The Executive Director or his designee, who shall be a Division Director or higher, may grant time of performance modifications to this Contract when such modifications:
- i. In aggregate do not exceed twelve (12) calendar months;
  - ii. Are specifically requested by Operating Agency;
  - iii. Will not change the project goals or scope of services;
  - iv. Are in the best interests of the County and Operating Agency in performing the scope of services under this Contract; and
  - v. Do not alter the total amount of compensation under this Contract.
33. AUDIT EXCEPTIONS BY STATE AND FEDERAL AGENCIES. Operating Agency agrees that in the event the program established hereunder is subject to audit exceptions by appropriate State and Federal audit agencies, it shall be responsible for complying with such exceptions and paying the County the full amount of County's liability to the funding agency resulting from such audit exceptions.
34. INDEPENDENT CONTRACTOR. Both parties hereto in the performance of this Contract will be acting in an independent capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be deemed or construed to be the agents or employees of the other party for any purpose whatsoever, including workers' compensation liability. Operating Agency shall bear the sole responsibility and liability for furnishing workers' compensation benefits to any person for injuries arising from or connected with services performed on behalf of the Operating Agency pursuant to this Contract.
35. AMENDMENTS/VARIATIONS. This writing, with attachments, embodies the whole of the agreement of the parties hereto. No oral agreements shall be binding upon the parties unless expressly stated herein. Except as provided herein, any addition to or variation of the terms of this Contract shall not be valid unless made in the form of a written amendment of this Contract formally approved and executed by both parties. All Amendments must be received by the County not more than sixty (60) calendar days from the expiration date of this Contract. No amendments will be accepted after April 30<sup>th</sup> of the program year.
36. ACQUISITION OF SUPPLIES AND EQUIPMENT. Following approval by the County for necessary supplies and equipment for Contract performance, the Operating Agency may purchase from a related agency/organization only if: (a) prior authorization is obtained in writing from the County, (b) no more than maximum prices or charges are made and no more than minimum specifications are met, as provided in writing by the County, (c) a community related benefit is derived from such Operating Agency related acquisition, and (d) no conflict of interest for private gain accrues to the Operating Agency or its employees, agents or officers.

37. MONITORING AND EVALUATION. The County will monitor, evaluate and provide guidance to the Operating Agency in the performance of this Contract. Authorized representatives of the County and HUD shall have the right of access to all activities and facilities operated by the Operating Agency under this Contract. Facilities include all files, records, and other documents related to the performance of this Contract. Activities include attendance at staff, board of directors, advisory committee and advisory board meetings, and observation of on going program functions. The Operating Agency will ensure the cooperation of its staff and board members in such efforts. The Executive Director or his designee may conduct program progress reviews. These reviews will focus on the extent to which planned program has been implemented and measurable goals achieved, effectiveness of program management, and impact of the program.
38. AUDITS. The Operating Agency's program will be audited in accordance with the County's policy and funding source guidelines. Audits may also be conducted by Federal, State or local funding source agencies. The County or its authorized representatives shall, at all times during the term of this Contract, and for a period of five (5) years thereafter, have access, for the purpose of audit or inspection, to any and all books, documents, papers, records, property, and premises of the Operating Agency. The Operating Agency's staff will cooperate fully with authorized auditors when they conduct audits and examinations of the Operating Agency's program. A financial audit of the Operating Agency's performance under this Contract shall be conducted at County's discretion. If indications of misappropriation or misapplication of the funds of this Contract cause the County to require a special audit, the cost of the audit will be encumbered and deducted from this Contract's budget.
39. INSURANCE. The Executive Director hereby authorizes the Commission's Risk Manager to determine the requirements of the insurance policy to be procured and maintained by the Operating Agency with respect to its activities and obligations hereunder. Without limiting Operating Agency's indemnification of County, the Operating Agency shall provide and maintain at its own expense during the term of this Contract, a program of insurance satisfactory to the Commission's Risk Manager covering its operations hereunder, as specifically defined in Exhibit B to this Contract, a copy of which is attached hereto and incorporated herein by this reference.
40. FAILURE TO PROCURE INSURANCE. Failure on the part of Operating Agency to procure or maintain required insurance (pursuant to Exhibit B) shall constitute a material breach of contract under which County may immediately suspend or terminate this Contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith. All monies so paid by County shall be repaid by the Operating Agency to County upon demand or County may offset the cost of the premiums against any monies due to the Operating Agency from County.
41. PROGRAM INCOME. The County reserves the right to determine the disposition of any program income, as described in 24 CFR Part 570.504

accumulated under the project(s) set forth in Exhibit A. Said disposition may include the County taking possession of said program income.

42. FINANCIAL CLOSE OUT PERIOD. The Operating Agency agrees to complete all necessary financial close out procedures required by the Executive Director or designee, within a period of not more than sixty (60) calendar days from the expiration date of this Contract. This time period will be referred to as the financial close out period. The County is not liable to provide reimbursement for any expenses or costs associated with this Contract after the expiration of the financial close out period. After the expiration of the financial close out period, those funds not paid to the Operating Agency under this Contract, if any, may be immediately reprogrammed by County into other eligible activities in the County. The Executive Director, or his designee, may request a final financial audit for activities performed under this Contract at the expiration of the financial close out period.
43. NEPOTISM. Operating Agency shall not hire nor permit the hiring of any person to fill a position funded through this Contract if a member of that person's immediate family is employed in an administrative capacity by Operating Agency. For the purpose of this section, the term "immediate family" means spouse, child, mother, father, brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, stepparent and stepchild. The term "administrative capacity" means having selection, hiring, supervisory or management responsibilities, including serving on the governing body of Operating Agency.
44. RELIGIOUS AND POLITICAL ACTIVITIES. Operating Agency agrees that funds under this Contract will be used exclusively for performance of the work required under this Contract, and that no funds made available under this Contract shall be used to promote religious or political activities. Further, Operating Agency agrees that it will not perform, nor permit to be performed, any religious or political activities in connection with the performance of this Contract.
45. STAFF TRAVEL. Operating Agency shall not incur any expenditure for travel outside of Los Angeles County unless specifically provided for and itemized in Exhibit A, without prior written approval of County.
46. USE OF FUNDS. All funds approved under this Contract shall be used solely for costs approved in the program budget for this Contract. Contract funds shall not be used as a cash advancement between contracts, as security to guarantee payments for any non-program obligations, or as loans for nonprogram activities. Separate financial records shall be kept for each funding source.
47. REPORTS AND RECORDS. Operating Agency agrees to prepare and submit financial, program progress, monitoring, evaluation and other reports as required by County. Program progress reports shall be submitted on a monthly basis, in the form specified by the Executive Director or his designee. Operating Agency shall maintain, and permit on site inspections of such property, personnel,

financial and other records and accounts as are considered necessary by County to assure proper accounting for all Contract funds during the term of this Contract and for a period of four (4) years thereafter. Operating Agency will ensure that its employees and board members furnish such information which, in the judgment of County representatives, may be relevant to a question of compliance with contractual conditions, with County or granting agency directives, or with the effectiveness, legality and achievements of the program.

48. EXPENDITURES. Expenditures made by Operating Agency in the operation of this Contract shall be in strict compliance and conformity with the Budget set forth in Exhibit A, unless prior written approval for an exception is obtained from Executive Director or his designee.
  
49. CERTIFICATION PROHIBITING USE OF EXCESSIVE FORCE. In accordance with Section 519 of Public Law 101-144, the undersigned certifies, to the best of his or her knowledge and belief that it has adopted and is enforcing:
  - i. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
  - ii. A policy of enforcing applicable State and local laws against individuals physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;
  
50. DRUG-FREE WORKPLACE. Operating Agency agrees to provide a drug-free workplace by:
  - i. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Operating Agency's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - ii. Establishing an ongoing drug-free awareness program to inform employees about:
    - a. The dangers of drug abuse in the workplace;
    - b. The Operating Agency's policy of maintaining a drug-free workplace;
    - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

- iii. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by subparagraph i of this Section 50;
- iv. Notifying the employee in the statement required by paragraph i of this Section 50 that, as a condition of employment under the grant, the employee will:
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
- v. Notifying the County in writing, within ten (10) calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- vi. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted -
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- vii. Making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs i, ii, iii, iv, v and vi.
- viii. The Operating Agency may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant;

Check \_\_\_ if there are workplaces on file that are not identified here.

51. RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN. Section 104(d) of the Housing and Community Development Act of 1974, also known as the Barney Frank Amendment, requires relocation assistance for displaced low-income families and requires one-for-one replacement of

low/moderate income dwelling units that are demolished or converted to other use. When CDBG funds are used in a project, including financing for rehabilitation, or project delivery costs, Section 104(d) is triggered. CDBG Regulations further describe the requirements under 24 CFR Section 570.606 Displacement, Relocation, Acquisition, and Replacement of Housing.

Operating Agency must adopt and make public a Residential Antidisplacement and Relocation Assistance Plan as part of its administrative requirements to HUD. Before Operating Agency enters into a contract committing it to provide funds for any activity that will directly result in the demolition, or conversion to another use, of low/moderate-income dwelling units, it must make public and submit to HUD the information as described in Sections 24 CFR 570.457; 570.456 (a); 570.606 (c); and 570.702 (f).

52. PROPERTY MAINTENANCE STANDARDS. The Operating Agency providing services under Contract to the County must ensure that sufficient property maintenance ("property maintenance standards") shall be provided to the facility where services are being provided. Property maintenance includes removal of trash and debris, graffiti abatement, landscaping and physical appearance acceptable to the County.

The Operating Agency may use its CDBG funds towards property maintenance standards; however, each case would be reviewed on an individual basis and approved by the County. The County has established an expenditure cap not to exceed five (5) percent of the Contract allocation for property maintenance standards.

53. TERMINATION FOR IMPROPER CONSIDERATION. The County may, by written notice to the Operating Agency, immediately terminate the right of the Operating Agency to proceed under this Contract if it is found that improper consideration, in any form, was offered or given by the Operating Agency, either directly or through an intermediary, to any County officer, employee or agent with the intent of securing the Contract or securing favorable treatment with respect to the award, amendment or extension of the Contract or the making of any determinations with respect to the Operating Agency's performance pursuant to the Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against Operating Agency as it could pursue in the event of default by the Operating Agency.

Operating Agency shall immediately report any attempt by the County officer or employee to solicit such improper consideration. The Report shall be made to the Executive Director or the County Auditor-Controller's Employee Fraud Hotline (800) 544-6861.

54. OPERATING AGENCY'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM. Operating Agency acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from County through contract are in

compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

As required by County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting Operating Agency's duty under this Contract to comply with all applicable provisions of law, Operating Agency warrants that it is now in compliance and shall during the term of this Contract maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or District Attorney Notices of Wage and Earnings Assignment for Child or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

55. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM. Failure of Operating Agency to maintain compliance with the requirements set forth in Paragraph 54, Operating Agency's Warranty of Adherence to County's Child Support Compliance Program shall constitute a default by Operating Agency under this Contract. Without limiting the rights and remedies available to County under any other provision of this Contract, failure to cure such default within ninety (90) days of notice by the Los Angeles County Child Support Services Department (CSSD) shall be grounds upon which the Executive Director may terminate this Contract pursuant to Paragraph 59, Termination for Cause.
56. POST MOST WANTED DELINQUENT PARENTS LIST. The Operating Agency acknowledges that the County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. The Operating Agency understands that it is County's policy to voluntarily post a list entitled L.A's Most Wanted: Delinquent Parents poster in a prominent position at Operating Agency's place of business. The CSSD will supply the Operating Agency with the poster to be used.
57. COUNTY'S QUALITY ASSURANCE PLAN. The County will evaluate the Operating Agency's performance under this Contract on not less than an annual basis. Such evaluation will include assessing Operating Agency's compliance with all contract terms and performance standards. Operating Agency's deficiencies which County determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and the Operating Agency. If improvement does not occur consistent with the corrective measure, County may terminate this Contract, pursuant to Paragraph 58 or 59, or impose other penalties as specified in this Contract.

58. TERMINATION FOR CONVENIENCE. The County reserves the right to cancel this Contract for any reason at all upon 30 days' prior written notice to Operating Agency. In the event of such termination, Operating Agency shall be entitled to a prorated portion paid for all satisfactory work unless such termination is made for cause, in which event, compensation if any, shall be adjusted in such termination.
59. TERMINATION FOR CAUSE. This Contract may be terminated by the County upon written notice to the Operating Agency for just cause (failure to perform satisfactorily) with no penalties incurred by the County upon termination or upon the occurrence of any of the following events in i, ii, iii or iv:
- i. Should the Operating Agency fail to perform all or any portion of the work required to be performed hereunder in a timely and good workmanlike manner or properly carry out the provisions of the Contract in their true intent and meaning, then in such case, notice thereof in writing will be served upon the Operating Agency, and should the Operating Agency neglect or refuse to provide a means for satisfactory compliance with this Contract and with the direction of the County within the time specified in such notice, the County shall have the power to suspend or terminate the operations of the Operating Agency in whole or in part.
  - ii. Should the Operating Agency fail within five days to perform in a satisfactory manner, in accordance with the provisions of the Contract, or if the work to be done under said Contract is abandoned for more than three days by the Operating Agency, then notice of deficiency thereof in writing will be served upon Operating Agency by the County.  
  
Should the Operating Agency fail to comply with the terms of said Contract within five days, upon receipt of said written notice of deficiency, the Executive Director of Commission shall have the power to suspend or terminate the operations of the Operating Agency in whole or in part.
  - iii. In the event that a petition of bankruptcy shall be filed by or against the Operating Agency.
  - iv. If, through any cause, the Operating Agency shall fail to fulfill in timely and proper manner the obligations under this Contract, or if the Operating Agency shall violate any of the covenants, Contracts, or stipulations of this Contract, the County shall thereupon have the right to terminate this Contract by giving written notice to the Operating Agency of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Operating Agency or under this Contract shall, at the option of the County become its property and the Operating Agency shall be entitled to receive just and equitable compensation for any work satisfactorily completed.

60. ARCHITECTURAL BARRIERS ACT AND THE AMERICANS WITH DISABILITIES ACT. The Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) requires certain Federal and Federally funded buildings and other facilities to be designed, constructed, or altered in accordance with standards that insure accessibility to, and use by, physically handicapped people. A building or facility designed, constructed, or altered with funds allocated or reallocated under this part after December 11, 1995, and that meets the definition of residential structure as defined in 24 CFR 40.2 or the definition of building as defined in 41 CFR Part 101, is subject to the requirements of the Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) and shall comply with the Uniform Federal Accessibility Standards (Appendix A to 24 CFR part 40 for residential structures, and Appendix A to 41 CFR Part 101-19, Subpart 101-19.6, for general type buildings). The Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155.201, 218 and 225) (ADA) provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications. It further provides that discrimination includes a failure to design and construct facilities for first occupancy after January 26, 1993 that are readily accessible to and usable by individuals with disabilities. Further, the ADA requires the removal of architectural barriers and communication barriers that are structural in nature in existing facilities, where such removal is readily achievable--that is, easily accomplishable and able to be carried out without much difficulty or expense.
61. USE OF RECYCLED-CONTENT PAPER PROJECTS. Consistent with the County Board of Supervisors' policy to reduce the amount of solid waste deposited at County landfills, the Operating Agency agrees to use recycled-content paper to the maximum extent possible in relation to this Project.
62. EMPLOYEES OF OPERATING AGENCY. *Workers' Compensation:* Operating Agency understands and agrees that all persons furnishing services to the County pursuant to this Contract are, for the purposes of Workers' Compensation liability, employees solely of the Operating Agency. Operating Agency shall bear sole responsibility and liability for providing Workers' Compensation benefits to any person for injuries arising from an accident connected with services provided to the County under this Contract.

*Professional Conduct:* The County does not and will not condone any acts, gestures, comments or conduct from the Operating Agency's employees, agents or subcontractors which may be construed as sexual harassment or any other type of activities or behavior that might be construed as harassment. The County will properly investigate all charges of harassment by residents, employees or agents of the County against any and all Operating Agency's employees, agents or subcontractors providing services for the County. The Operating Agency assumes all liability for the actions of the Operating Agency's employees, agents or subcontractors and is responsible for taking appropriate action after reports of harassment are received by the Operating Agency.

63. CONTRACTOR RESPONSIBILITY AND DEBARMENT.

- A. A responsible contractor is a contractor, consultant, vendor, or operating agency who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the policy of the Commission, Housing Authority, and County to conduct business only with responsible contractors.
- B. The Contractor is hereby notified that if the Commission acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the Commission may, in addition to other remedies provided in the contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on Commission contracts for a specified period of time, which generally will not to exceed five years but may exceed five years or be permanent if warranted by circumstances, and terminate any or all existing contracts the Contractor may have with the Commission.
- C. The Commission may debar a contractor, consultant, vendor or operating agency if the Board of Commissioners finds, in its discretion, that the contractor, consultant, vendor, or operating agency has done any of the following: (1) violated any term of a contract with the Commission, Housing Authority, or County, or a nonprofit corporation created by the Commission, Housing Authority, or County (2) committed any act or omission which negatively reflects on the its quality, fitness or capacity to perform a contract with the Commission, Housing Authority, or County or any other public entity, or a nonprofit corporation created by the Commission, Housing Authority, or County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the Commission, Housing Authority, County, or any other public entity.
- D. If there is evidence that the Contractor may be subject to debarment, the Commission will notify the Contractor in writing of the evidence, which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- E. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Commission shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of

Commissioners.

- F. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contract Hearing Board shall be presented to the Board of Commissioners. The Board of Commissioners shall have the right to modify, deny or adopt the proposed decision and recommendation of the Hearing Board.
- G. If a Contractor has been debarred for a period longer than five years, that Contractor may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The Commission may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the Commission.
- H. The Contractor Hearing Board will consider a request for review of the debarment determination only where (1) the Contractor has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the ground for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment Hearing.
- I. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Commissioners. The Board of Commissioners shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- J. These terms shall also apply to subcontractors and subconsultants of County, Commission, or Housing Authority contractors, consultants, vendors and operating agencies.

64. SECTION 3. In order to comply with the Housing and Urban Development Act of 1968, the Operating Agency and, where applicable, its contractor(s) and subcontractor(s) shall comply with Section 3 regulations as described in 24 CFR Part 135. Section 3 compliance activities of the Operating Agency and its contractor(s) and subcontractor(s) shall be governed by the Commission's CDBG Compliance Instructions, as amended, which can be made available to Operating Agency for inspection and copying upon request, if operating agency does not already possess a copy..
65. CONSTRUCTION\REHABILITATION PROJECTS: The Operating Agency shall submit a request to the County, to conduct a Contract and Labor Compliance File Review at least 30 calendar days prior to the anticipated completion of construction/rehabilitation activities, but in no event later than May 30<sup>th</sup> of the current fiscal year.
66. PHOTOGRAPHS, FOOTAGE, AND OTHER MEDIA MATERIALS. Operating Agency represents and warrants that all photographs, videos, DVD's, footage, magazines, and other media materials provided to the County are either public record or have been legally procured without invading the copyright, ownership, or privacy rights of any individual. Operating Agency further agrees to defend, hold harmless, and indemnify the County from any and all liability, as described in Section 29, Indemnification, arising from or related to County's use of said photographs, videos, DVD's, footage, magazines, and other media materials.
67. ENTIRE CONTRACT This Contract with attachments and any and all CDBG Bulletins, which the County may issue from time to time following the date of execution, constitute the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Contract to be subscribed by the Executive Director of the Community Development Commission, and the Operating Agency has subscribed the same through its duly authorized officers, on the day, month and year first above written.

COUNTY OF LOS ANGELES

«Agency Name»  
Operating Agency

By: \_\_\_\_\_  
CARLOS JACKSON, Executive Director  
Community Development Commission  
Of the County of Los Angeles

By: \_\_\_\_\_  
Title: \_\_\_\_\_

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.  
Director  
County Counsel

APPROVED AS TO PROGRAM:

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

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

By: \_\_\_\_\_  
Director, CDBG Division

**COUNTY OF LOS ANGELES  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
ADVANCE CONTRACT**

PROJECT TITLE: «Project\_Name»

PROJECT NUMBER: «Project\_No» CONTRACT NUMBER: «Contract\_No»

THIS CONTRACT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between the County of Los Angeles, hereinafter called the "County," acting by and through the Executive Director of the Community Development Commission of the County of Los Angeles, and «Agency», hereinafter called the "Operating Agency."

WITNESSETH THAT:

WHEREAS, the County has entered into a Contract with the United States of America, through its Department of Housing and Urban Development (HUD), to execute the County's Community Development Block Grant (CDBG) Program, which includes the project described herein, under the Housing and Community Development Act of 1974 (Act), as amended; and

WHEREAS, Operating Agency desires to participate in said CDBG program and is qualified by reason of experience, preparation, organization, staffing and facilities to provide the services and implement the project described herein.

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

1. CONTRACT. This Contract consists of this document and attachments: Exhibit A, Project Description and Activity Budget, Exhibit B, Insurance Requirements and Exhibit C, Charitable Contributions Certification.
2. CONTRACT ADMINISTRATION. The Executive Director (Executive Director) of the Community Development Commission of the County of Los Angeles, (Commission) or his designee, shall have full authority to act for County in the administration of this Contract consistent with the provisions contained herein.
3. SCOPE OF SERVICES. The Operating Agency is to perform all the services set forth in the Exhibit A, Project Description and Activity Budget.
4. TIME OF PERFORMANCE. Operating Agency shall commence the services described herein on the date first above written and shall complete same by no later than \_\_\_\_\_.

5. COMPENSATION AND METHOD OF PAYMENT. For satisfactory performance under this Contract, County will pay the Operating Agency an amount of money not exceeding the sum of \_\_\_\_\_ dollars (**«Budget Amount»**), which shall constitute full and complete compensation for the implementation of the project described in Exhibit A. Said compensation shall be paid by the County out of CDBG funds received from the federal government under the Act for the Fiscal Year \_\_\_\_\_ or from program income, as described in 24 CFR Section 570.504 accumulated under said program, for allowable costs actually incurred and paid for the express purposes specified. The parties understand and agree that such payment, if any, shall; be conditioned upon receipt of said funds by the County from the Federal Government or accumulated program income from said program, and shall not be a charge against any other funds of the County. Funds shall be paid only after submittal of the electronic payment request form. This payment request form must be submitted on a minimum of a monthly basis as specified and provided by the Commission. Said payment request shall give the total of said cash expenses paid and shall also itemize the same in detail conforming to the budget required by Section 6 of this Contract. After timely submittal and approval of each payment request form, the Commission will draw a check in favor of the Operating Agency in the approved amount. In the event the Operating Agency requests an advance for the prospective month, it must be submitted by the second Friday of the month. If Operating Agency received an advance for the prior month and does not expend all of the funds received pursuant to any monthly invoice, the Commission shall deduct the excess funds from the current month's advance.

Operating Agency shall have no claim against the County or Commission for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Operating Agency after the expiration or other termination of this Contract. Should Operating Agency receive any such payment, it shall immediately notify the County and immediately repay all such funds to the County. Payment by the County for services rendered after expiration and/or termination of this Contract shall not constitute a waiver of the County's right to recover such payment from Operating Agency. This provision shall survive the expiration or other termination of this Contract.

6. BUDGET SECTION. No more than the amounts specified in the Project Description and Activity Budget, Exhibit A to this Contract, which is attached hereto and incorporated herein by this reference may be spent for the separate cost categories specified in Exhibit A without written approval of the County.
7. COMPLIANCE WITH LAWS. All parties agree to be bound by all applicable Federal, State, and local laws, ordinances regulations and directives as they pertain to the performance of this Contract. This Contract is subject to and incorporates the terms of the Act; 24 CFR Part 570; U.S. Office of Management

and Budget (OMB) Circulars A-110 and A-122; OMB Circular A-133 Compliance Supplement and the County Auditor-Controller Contract Accounting and Administration Handbook. The Catalog of Federal Domestic Assistance (CFDA) number assigned to the Community Development Block Grant Program is 14.218.

The Operating Agency shall comply with applicable uniform administrative requirements, as described in 24 CFR Section 570.502. The Operating Agency shall carry out each activity in compliance with all Federal laws and regulations described in 24 CFR Part 570, Subparts J and K, except that:

- i. The Operating Agency does not assume the County environmental responsibilities described in 24 CFR Section 570.604; and
- ii. The Operating Agency does not assume the County's responsibility for initiating the review process under Executive Order 12372.

Operating Agency agrees to be bound by applicable federal, state and local laws, regulations and directives as they pertain to the performance of the Contract, including, but not limited to, Sections a-h below. This Contract is subject to and incorporates the terms of the Housing and Community Development Act of 1974, as amended by the Cranston-Gonzales National Affordable Housing Act, 1990 and the 24 CFR Part 85.

- a. Operating Agency shall comply with the Civil Rights Act of 1964 Title VI which provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- b. Operating Agency shall comply with Section 109 of the Housing and Community Development Act of 1974 which states that no person in the United States shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.
- c. Operating Agency shall comply with Executive Orders 11246 and 11375, Equal Opportunity in Employment, which requires that during the performance of this Contract, the Operating Agency will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Operating Agency will take affirmative action to ensure that applicants are employed, and that employees are treated fairly during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, promotion, demotion, or

transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Operating Agency agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause.

The Operating Agency will, in all solicitations or advertisements for employees placed by or on behalf of the Operating Agency, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The Operating Agency will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency of the Operating Agency's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Operating Agency will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

The Operating Agency will furnish all information and reports required by the Executive Orders and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the Commission and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

In the event the Operating Agency fails to comply with the non-discrimination clauses of this Contract or with any of such rules, regulations or orders, this Contract may be canceled, terminated or suspended in whole or in part, and the Operating Agency may be declared ineligible for further Government contracts in accordance with procedures authorized in the Executive Orders, and such other sanctions may be imposed and remedies invoked as provided in the Executive Orders or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.

The Operating Agency will include the provisions of these paragraphs in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of the Executive Order No. 11246 of September 24, 1965, that such provisions shall be binding upon each subcontractor or vendor. The Operating Agency will take such actions with respect to any subcontract or purchase order as the County may direct as a means of enforcing such provisions

including sanctions for noncompliance, provided however, that in the event the Operating Agency becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the County, the Operating Agency may request the United States to enter into such litigation to protect the interests of the United States.

- d. Should the operating Agency require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Operating Agency's minimum qualifications for the open position. The Operating Agency shall contact the County's GAIN/GROW Division at (626) 927-5354 for a list of GAIN/GROW participants by job category.
- e. The Operating Agency is prohibited by the Department of Interior and Related Agencies Appropriations Act, known as the Byrd Amendments, and HUD's 24 CFR Part 87, from using federally appropriated funds for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, loan or cooperative contract, and any extension, continuation, renewal, amendment or modification of said documents.

The Operating Agency must certify in writing that it is familiar with the Federal Lobbyist Requirements and that all persons and/or subcontractors acting on behalf of the Operating Agency will comply with the Federal Lobbyist Requirements.

Should the Operating Agency or persons/subcontractors acting on behalf of the Contract fail to fully comply with the Federal Lobbyist Requirements civil penalties shall result.

- f. Operating Agency and each County lobbyist or County lobbyist firm, as defined in Los Angeles County Code Chapter 2.160 (County Ordinance 93-0031), retained by the Operating Agency, shall fully comply with the requirements as set forth in said County Code Chapter. The Operating Agency must also certify in writing that it is familiar with the Los Angeles County Code Chapter 2.160 and that all persons acting on its behalf will comply with the County Code requirements.

Failure on the part of the Operating Agency and/or its Lobbyist(s) to fully comply with said County Lobbyist requirements shall constitute a material breach of the Contract upon which the County may immediately terminate

this Contract, and the Operating Agency shall be liable for any and all

damages incurred by the County and/or any federal agency as a result of such breach.

- g. The County ensures equal opportunity in the award and performance of any contract to all persons without regard to race, color, sex, religion, national origin, ancestry, age, marital status, or disability.
  - h. The Supervision of Trustees and Fundraisers For Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB1262, Chapter 919) increased the Charitable Purposes Act requirements. By requiring subrecipients to complete the "Charitable Contributions Certification" form, attached hereto as Exhibit C, the County seeks to ensure that all non-profit agencies that contract with the County and receive or raise charitable contributions comply with California law in order to protect the County and its taxpayers. A subrecipient that receives or raises charitable contributions without complying with its obligation under California law commits a material breach, upon which the County may immediately terminate this Contract, and the Operating Agency shall be liable for any and all damages incurred by the County and/or any federal agency as a result of such breach.
- 8. CONFIDENTIALITY OF REPORTS. Operating Agency shall keep confidential all reports, information and data received, prepared or assembled pursuant to performance hereunder. Such information shall not be made available to any person, firm, corporation or entity without the prior written consent of the County.
  - 9. SAFETY STANDARDS AND ACCIDENT PREVENTION. The Operating Agency shall comply with all applicable federal, state and local laws governing safety, health and sanitation. The Operating Agency shall provide all safeguard, safety devices and protective equipment and take any other needed actions, as its own responsibility, reasonable necessary to protect the life and health of employees on the job, the safety of the public and personal and real property in connection with the performance of this Contract.
  - 10. SEVERABILITY. In the event that any provision herein contained is held to be invalid, void, or illegal by any court of competent jurisdiction, the same shall be deemed severable from the remainder of this Contract and shall in no way affect, impair or invalidate any other provision contained herein. If any such provision shall be deemed invalid due to its scope of breadth, such provision shall be deemed valid to the extent of the scope of breadth permitted by law.
  - 11. INTERPRETATION. No provision of this Contract shall be interpreted for or against either part because that party or that party's legal representative drafted

such provision, but this Contract is to be construed as if both parties drafted it hereto.

12. WAIVER. No breach of any provision hereof can be waived unless in writing. Waiver of a breach of any provision herein shall not be deemed to be a waiver of additional breaches of the same provision or breach of any other provision herein.
13. PROGRAM EVALUATIONS AND REVIEW. Operating Agency shall make available for inspection to authorized County and HUD personnel and their agents, for four (4) years after the termination or expiration of this Contract, all records, including financial, pertaining to its performance under this Contract and allow said County and HUD personnel and agents to inspect and monitor Operating Agency's facilities and program operations, and interview Operating Agency's staff and program participants, as required by the County and/or HUD.

Operating Agency agrees to submit all data that are necessary to complete the Consolidated Annual Performance and Evaluation Report (CAPER) and monitor program accountability and progress in accordance with HUD requirements in the format and at the time designated by the Executive Director or his designee.

14. NONEXPENDABLE PROPERTY. Nonexpendable property means leased and purchased tangible personal property, such as office equipment, having a useful life of more than one (1) year and/or an acquisition cost of \$5,000 or more per unit. Nonexpendable property shall also include, but not be limited to, real property, any interest in real property (including any mortgage or other encumbrance of real property), and funds derived from the sale or disposition of nonexpendable property. Any utilization of funds derived from the sale or disposition of nonexpendable property must have prior approval of the County and otherwise comply with all applicable laws and regulations. In the event the Contract is terminated, the County reserves the right to determine the final disposition of said nonexpendable property acquired for this project with CDBG funds, including funds derived there from. Said disposition may include taking possession of said nonexpendable property.

The Operating Agency shall maintain up-to-date property records, listing all non-expendable property it has leased or purchased during the term of this Contract. The following items should be included in the list: description of property, serial or ID number, source of funds that purchased the item (including the award number), owner of property, date of purchase, cost, percentage of cost paid with Federal monies, location, condition and use of property, date of disposal, and sale price or method used to determine the current fair market value. The Operating Agency shall conduct a physical inventory of the nonexpendable property at least once every two (2) years, reconcile the inventory with its property records and maintain these records for four years (4) after the termination or expiration of this Contract. In the event there is a change of use or disposition of the property, if the cost of the property was over \$5,000, the Operating Agency shall immediately

pay to the County a pro-rata share of the then current fair market value of the property. The pro-rata share shall be calculated by multiplying the then-current fair market value by the percentage of the purchase price paid with CDGB funds or program income.

15. REVERSION OF ASSETS. Upon expiration or termination of this Contract, the Operating Agency shall immediately transfer to the County any remaining CDBG funds on hand at the time of expiration or termination and any accounts receivable attributable to the use of CDBG funds. Any real property under the Operating Agency's ownership or possession that was acquired or improved in whole or in part with CDGB funds in excess of \$25,000 shall be either:
- i. Used to meet one of the national objectives in 24 CFR Section 570.208 for five (5) years following the close-out of the CDBG grant from which assistance to the property was provided after expiration of this Contract (24 CFR Section 570.505), or such longer period of time as may be specified in the Exhibit A; or
  - ii. Disposed of in a manner, which results in the County being reimbursed in the amount of the current fair market value of the property less any portion thereof attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such reimbursement is not required after the period of time and under the conditions specified in subparagraph i above.

The Operating Agency shall maintain the use of the real property and documentation verifying compliance with the national objective for a period of five years after closeout of this project, per 24 CFR Section 570.505, Use of Real Property, which states, "[t]he standards described in this section apply to real property within the recipient's control which was acquired or improved in whole or in part using CDBG funds in excess of \$25,000." These standards shall apply from the date CDBG funds are first spent for the property until five years after closeout of an entitlement recipient's participation in the entitlement CDBG program, or, with respect to other recipients, until five years after the closeout of the grant from which assistance to the property was provided. The Operating Agency must submit to the Commission a completed "Certification of Eligible Use" Form verifying that the real property is used exclusively for the eligible use and purpose as provided in the Exhibit A. This form shall be submitted on an annual basis, by April 30<sup>th</sup>, beginning in year two (2) and for a period of five (5) years after closeout of the project. In case of a change of use or disposition, the Commission must be reimbursed for the then-current fair market value of the real property, less the pro rata share of expenditures made with non-CDBG funds to acquire or improve the real property.

16. PURCHASE OR LEASE OF NONEXPENDABLE PROPERTY. Operating Agency shall obtain three (3) documented bids prior to purchasing or leasing any nonexpendable personal property as approved in Exhibit A, Project Description

and Activity Budget. The Operating Agency must purchase or lease from the lowest, responsive and responsible bidder. Operating Agency shall properly identify and inventory all nonexpendable property purchased or leased for \$5,000 or more, pursuant to the Contract and seek reimbursement from the County for the actual price of said property, deducting all cash discounts, rebates and allowances received by Operating Agency. Operating Agency shall provide said inventory to the County upon request.

If there is a residual inventory of unused supplies, upon termination or completion of the project or termination or expiration of this Contract, with a then-current aggregate fair market value exceeding \$5,000 and if the supplies are not needed for any other federally sponsored program (s) or project (s), the Operating Agency shall immediately pay the County for its pro rata share of the then-current aggregate fair market value calculated at the percentage of the purchase price paid with CDBG funds. The Operating Agency shall obtain prior approval of the County and otherwise comply with all applicable laws and regulations prior to utilizing the supplies for any other federally sponsored program(s) or project(s).

17. ACCOUNTING. The Operating Agency must establish and maintain on a current basis an adequate accounting system in accordance with generally accepted accounting principles and standards, and the County Auditor-Controller Contract Accounting and Administration Handbook. Regardless of the Operating Agency's method of accounting, expenses must be reported in accordance with Sections 5 and 42 of this Contract.
18. CHANGES. The County may, from time to time, request changes hereunder, including the scope of services of the Operating Agency. Such changes, including any increase or decrease in the amount of the Operating Agency's compensation, which are agreed upon by and between the County and the Operating Agency, shall be incorporated into this Contract by written amendments. Any changes by HUD to the regulations or requirements governing Operating Agency's performance hereunder need not be incorporated by written amendment and will be binding upon Operating Agency upon notification by County.
19. CHANGES IN GRANT ALLOCATION. The County reserves the right to reduce the grant allocation when the County's fiscal monitoring indicates that the Operating Agency's rate of expenditure will result in unspent funds at the end of the program year. Changes in the grant allocation will be made after consultation with the Operating Agency. Such changes shall be incorporated into this Contract by written amendments.
20. CITIZEN PARTICIPATION. All program data necessary to provide reports to citizens will be made available by the Operating Agency. Discussions will be held often enough so that the Operating Agency will be adequately apprised of citizen recommendations during the course of the program. Operating Agency representatives shall be available to respond to questions and receive

recommendations at local meetings when so requested by the Executive Director or his designee.

21. REVENUE DISCLOSURE REQUIREMENT. Upon request, Operating Agency shall file with the County a written statement listing all revenue received, or expected to be received, by Operating Agency from Federal, State, City or County sources, or other governmental agencies, and applied for, or expected to be applied for, to offset, in whole or in part, any of the costs incurred by Operating Agency in conducting current or prospective projects or business activities, including, but not necessarily limited to, the project or business activity which is the subject of this Contract. Such statement shall reflect the name and a description of such business activity, the dollar amount of funding provided, or to be provided, by each and every governmental agency for each such project or business activity, and the full name and address of each governmental agency. Operating Agency shall make available for inspection and audit to County's representatives, upon request, at any time during the duration of this Contract, and for a period of five (5) years thereafter, all of its books and records relating to the operation by it of each project or business activity which is funded in whole or in part with governmental monies, including the project(s) funded under this Contract, whether or not such monies are received through County. All such books and records shall be maintained by Operating Agency at a location in Los Angeles County.

Failure of Operating Agency to comply with the requirements of this Section 21 of this Contract shall constitute a material breach of contract upon which County may immediately cancel, terminate or suspend this Contract through its Executive Director.

22. JOINT FUNDING. For projects in which there are sources of funds in addition to CDBG funds, Operating Agency may be required to provide proof of such other funding. The County shall not pay for any costs incurred by Operating Agency which are paid with other funds. All restrictions and/or requirements provided for in this Contract, relative to accounting, budgeting and reporting, apply to the total project regardless of funding source.
23. ASSURANCES. The Operating Agency hereby assures and certifies that it has complied with the Act, applicable regulations, policies, guidelines and requirements, 24 CFR Part 85 and OMB Circular A-87, and that it will comply with all applicable Federal, State and local laws and regulations as they relate to acceptance and use of Federal funds for this program. Also, the Operating Agency gives assurance and certifies with respect to the project specified in Exhibit A, that it will comply with all of the provisions of 24 CFR Section 570.303 and all other laws and regulations, which pertain to assurances of program applicants. Furthermore, the Operating Agency gives assurance and certifies that it will comply with provisions of 41 CFR Part 60-1.4 and 24 CFR

Part 135, each of which is incorporated herein by this reference. Operating Agency further assures and certifies that it will comply with any further amendments or changes to said required assurances and certifications and that, during the term of this Contract, it will maintain current copies of said assurances and certifications at the address specified below.

24. NOTICES. All notices shall be served in writing. The notices to the Operating Agency shall be sent to the following address:

«Agency»  
«Address»  
«City», CA «ZIP»

Notices, reports and statements to the County shall be personally delivered or sent via First Class U.S. mail to the Executive Director or his designee at:

Carlos Jackson, Executive Director  
Community Development Commission of the County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Each party shall promptly notify the other of any change in its mailing address.

25. ASSIGNMENT AND SUBCONTRACTING. Operating Agency may not assign or subcontract any portion of this Contract without the express written consent of the County. Any attempt by Operating Agency to assign or subcontract any performance of the terms of this Contract shall be null and void and shall constitute a material breach of this Contract, upon which the County may immediately terminate this Contract through the Executive Director.
26. NOTICE OF FEDERAL EARNED INCOME CREDIT. Operating Agency shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.
27. FISCAL LIMITATIONS. The United States of America, through HUD, may in the future place programmatic or fiscal limitation(s) on CDBG funding. Accordingly, the County reserves the right, in its sole discretion, to revise this Contract in order to take into account actions and events affecting CDBG program funding. In the event of a CDBG funding reduction by HUD, the County may, in its sole discretion, reduce the compensation amount of this Contract in whole or in part, or may limit the rate of the Operating Agency's use of both its uncommitted and its unspent funds. The Executive Director, or his designee, may act for the County in implementing and effecting such a reduction in the compensation amount of this Contract.

Where the Executive Director, or his designee, has reasonable grounds to question the fiscal accountability, financial soundness, or compliance with this Contract of the Operating Agency, the County through the Executive Director, or his designee, may suspend this Contract for up to sixty (60) days, upon three (3) days' notice to Operating Agency, pending an audit or other resolution of such questions. In no event, however, shall a revision made by the County affect expenditures and legally binding commitments made by the Operating Agency before it received notice of such revision, provided that such amounts have been committed in good faith and are otherwise allowable, that such commitments are consistent with HUD cash withdrawal guidelines, and that CDBG funds are available to County to satisfy such expenditures or legally binding commitments.

28. USE OF FUNDS FOR ENTERTAINMENT, MEALS OR GIFTS. Operating Agency certifies and agrees that it will not use funds provided through this Contract to pay for entertainment, meals or gifts.
29. INDEMNIFICATION. The Operating Agency agrees to indemnify, defend and hold harmless the County, the Commission, the Housing Authority of the County of Los Angeles (Housing Authority), and their elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the Operating Agency's acts and/or omissions arising from and/or relating to this Contract.
30. CONFLICT OF INTEREST. The Operating Agency, its agents and employees shall comply with all applicable Federal, State and County laws and regulations governing conflict of interest including, but not limited to, 24 CFR Section 570.611 and 24 CFR Part 85, Section 85.36(b). To this end, the Operating Agency will make available to its agents and employees copies of all applicable Federal, State and County laws and regulations governing conflict of interest.
31. BUDGET MODIFICATIONS. The Executive Director or his designee, who shall be a Division Director or higher, may grant budget modifications to this Contract for the movement of funds between the budget categories identified in Exhibit A, when such modifications:
  - i. Are specifically requested by Operating Agency;
  - ii. Will not change the project goals or scope of services;
  - iii. Are in the best interest of the County and Operating Agency in performing the scope of services under this Contract; and
  - iv. Do not alter the total amount of compensation under this Contract.
32. TIME OF PERFORMANCE MODIFICATIONS. The Executive Director or his designee, who shall be a Division Director or higher, may grant time of performance modifications to this Contract when such modifications:

- i. In aggregate do not exceed twelve (12) calendar months;
  - ii. Are specifically requested by Operating Agency;
  - iii. Will not change the project goals or scope of services;
  - iv. Are in the best interests of the County and Operating Agency in performing the scope of services under this Contract;
  - v. Do not alter the total amount of compensation under this Contract; and
  - vi. Are approved by the Executive Director, or his designee, in writing prior to expenditures being made.
33. AUDIT EXCEPTIONS BY STATE AND FEDERAL AGENCIES. Operating Agency agrees that in the event the program established hereunder is subject to audit exceptions by appropriate State and Federal audit agencies, it shall be responsible for complying with such exceptions and paying the County the full amount of County's liability to the funding agency resulting from such audit exceptions.
34. INDEPENDENT CONTRACTOR. Both parties hereto in the performance of this Contract will be acting in an independent capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be deemed or construed to be the agents or employees of the other party for any purpose whatsoever, including workers' compensation liability. Operating Agency shall bear the sole responsibility and liability for furnishing workers' compensation benefits to any person for injuries arising from or connected with services performed on behalf of the Operating Agency pursuant to this Contract.
35. AMENDMENTS/VARIATIONS. This writing, with attachments, embodies the whole of the agreement of the parties hereto. No oral agreement shall be binding upon the parties unless expressly stated herein. Except as provided herein, any addition to or variation of the terms of this Contract shall not be valid unless made in the form of a written amendment of this Contract formally approved and executed by both parties. All Amendments must be received by County no more than sixty (60) calendar days from the expiration date of this Contract. No amendments will be accepted after April 30<sup>th</sup> of the program year.
36. ACQUISITION OF SUPPLIES AND EQUIPMENT. Following approval by the County for necessary supplies and equipment for Contract performance, the Operating Agency may purchase from a related agency/organization only if: (a) prior authorization is obtained in writing from the County, (b) no more than maximum prices or charges are made and no more than minimum specifications are met, as provided in writing by the County, (c) a community related benefit is derived from such Operating Agency related acquisition, and (d) no conflict of interest for private gain accrues to the Operating Agency or its employees, agents or officers.

37. MONITORING AND EVALUATION. The County will monitor, evaluate and provide guidance to the Operating Agency in the performance of this Contract. Authorized representatives of the County and HUD shall have the right of access to all activities and facilities operated by the Operating Agency under this Contract. Facilities include all files, records, and other documents related to the performance of this Contract. Activities include attendance at staff, board of directors, advisory committee and advisory board meetings, and observation of on going program functions. The Operating Agency will ensure the cooperation of its staff and board members in such efforts. The Executive Director or his designee may conduct program progress reviews. These reviews will focus on the extent to which planned program has been implemented and measurable goals achieved, effectiveness of program management, and impact of the program.
38. AUDITS. The Operating Agency's program will be audited in accordance with the County's policy and funding source guidelines. Audits may also be conducted by Federal, State or local funding source agencies. The County or its authorized representatives shall, at all times during the term of this Contract, and for a period of four (4) years thereafter, have access, for the purpose of audit or inspection, to any and all books, documents, papers, records, property, and premises of the Operating Agency. The Operating Agency's staff will cooperate fully with authorized auditors when they conduct audits and examinations of the Operating Agency's program. A financial audit of the Operating Agency's performance under this Contract shall be conducted at County's discretion. If indications of misappropriation or misapplication of the funds of this Contract cause the County to require a special audit, the cost of the audit will be encumbered and deducted from this Contract's budget.

Failure of Operating Agency to comply with the requirements of this Section shall constitute a material breach of contract upon which the Executive Director may cancel, terminate or suspend this Contract.

39. INSURANCE. The Executive Director hereby authorizes the Commission's Risk Manager to determine the requirements of the insurance policy to be procured and maintained by Operating Agency with respect to its activities and obligations hereunder. Without limiting Operating Agency's indemnification of County, the Operating Agency shall provide and maintain at its own expense during the term of this Contract, a program of insurance satisfactory to the Commission's Risk Manager covering its operations hereunder, as specifically defined in Exhibit B to this Contract, a copy of which is attached hereto and incorporated herein by this reference.
40. FAILURE TO PROCURE INSURANCE. Failure on the part of Operating Agency to procure or maintain required insurance (pursuant to Exhibit B) shall constitute a material breach of contract under which County may immediately suspend or terminate this Contract or, at its discretion, procure or renew such

insurance and pay any and all premiums in connection therewith. All monies so paid by County shall be repaid by the Operating Agency to County upon demand

41. or County may offset the cost of the premiums against any monies due to the Operating Agency from County.
42. PROGRAM INCOME. Upon termination of this Contract, the County reserves the right to determine the final disposition of any program income, as described in 24 CFR Section 570.504 accumulated under the project(s) set forth in Exhibit A. Said disposition may include the County taking possession of said program income.
43. FINANCIAL CLOSE OUT PERIOD. The Operating Agency agrees to complete all necessary financial close out procedures required by the Executive Director or designee, within a period of not more than sixty (60) calendar days from the expiration date of this Contract. This time period will be referred to as the financial close out period. The County is not liable to provide reimbursement for any expenses or costs associated with this Contract after the expiration of the financial close out period. After the expiration of the financial close out period, those funds not paid to the Operating Agency under this Contract, if any, may be immediately reprogrammed by County into other eligible activities in the County. The Executive Director, or his designee, may request a final financial audit for activities performed under this Contract at the expiration of the financial close out period.
44. NEPOTISM. Operating Agency shall not hire nor permit the hiring of any person to fill a position funded through this Contract if a member of that person's immediate family is employed in an administrative capacity by Operating Agency. For the purpose of this section, the term "immediate family" means spouse, child, mother, father, brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, stepparent and stepchild. The term "administrative capacity" means having selection, hiring, supervisory or management responsibilities, including serving on the governing body of Operating Agency.
45. RELIGIOUS AND POLITICAL ACTIVITIES. Operating Agency agrees that funds under this Contract will be used exclusively for performance of the work required under this Contract, and that no funds made available under this Contract shall be used to promote religious or political activities. Further, Operating Agency agrees that it will not perform, nor permit to be performed, any religious or political activities in connection with the performance of this Contract.
45. STAFF TRAVEL. Operating Agency shall not incur any expenditure for travel outside of Los Angeles County unless specifically provided for and itemized in Exhibit A, without prior written approval of County.

46. USE OF FUNDS. All funds approved under this Contract shall be used solely for costs approved in the program budget for this Contract. Contract funds shall not be used as a cash advancement between contracts, as security to guarantee payments for any nonprogram obligations, or as loans for nonprogram activities. Separate financial records shall be kept for each funding source and program.
47. REPORTS AND RECORDS. Operating Agency agrees to prepare and submit financial, program progress, monitoring, evaluation and other reports as required by County. Program progress reports shall be submitted on a monthly basis, in the form specified by the Executive Director or his designee. Operating Agency shall maintain, and permit on site inspections of such property, personnel, financial and other records and accounts as are considered necessary by County to assure proper accounting for all Contract funds during the term of this Contract and for a period of four (4) years thereafter. Operating Agency will ensure that its employees and board members furnish such information which, in the judgment of County representatives, may be relevant to a question of compliance with contractual conditions, with County or granting agency directives, or with the effectiveness, legality and achievements of the program.
48. EXPENDITURES. Expenditures made by Operating Agency in the operation of this Contract shall be in strict compliance and conformity with the Budget set forth in Exhibit A, unless prior written approval for an exception is obtained from Executive Director or his designee.
49. CERTIFICATION PROHIBITING USE OF EXCESSIVE FORCE. In accordance with Section 519 of Public Law 101-144, the undersigned certifies, to the best of his or her knowledge and belief, that it has adopted and is enforcing:
  - i. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
  - ii. A policy of enforcing applicable State and local laws against individuals physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;
50. DRUG-FREE WORKPLACE. Operating Agency agrees to provide a drug-free workplace by:
  - i. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Operating Agency's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - ii Establishing an ongoing drug-free awareness program to inform employees

about:

- a. The dangers of drug abuse in the workplace;
  - b. The Operating Agency's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- iii. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by subparagraph i of this Section 50;
  - iv. Notifying the employee in the statement required by paragraph i of this Section 50 that, as a condition of employment under the grant, the employee will:
    - a. Abide by the terms of the statement; and
    - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
  - v. Notifying the County in writing, within ten (10) calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
  - vi. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted-
    - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

vii. Making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs i, ii, iii, iv, v and vi.

viii. The Operating Agency may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant;

Check \_\_\_ if there are workplaces on file that are not identified here.

51. RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN. Section 104(d) of the Housing and Community Development Act of 1974, also known as the Barney Frank Amendment, requires relocation assistance for displaced low-income families and requires one-for-one replacement of low/moderate income dwelling units that are demolished or converted to other use. When CDBG funds are used in a project, including financing for rehabilitation, or project delivery costs, Section 104(d) is triggered. CDBG Regulations further describe the requirements under 24 CFR Section 570.606 Displacement, Relocation, Acquisition, and Replacement of Housing.

Operating Agency must adopt and make public a Residential Antidisplacement and Relocation Assistance Plan as part of its administrative requirements to HUD. Before Operating Agency enters into a Contract committing it to provide funds for any activity that will directly result in the demolition, or conversion to another use, of low/moderate-income dwelling units, it must make public and submit to HUD the information as described in Sections 24 CFR Sections 570.457; 570.496(a); 570.606 (c); and 570.702(f).

52. PROPERTY MAINTENANCE STANDARDS. The Operating Agency providing services under Contract to the County must ensure that sufficient property maintenance ("property maintenance standards") shall be provided to the facility where services are being provided. Property maintenance includes removal of trash and debris, graffiti abatement, landscaping and physical appearance acceptable to the County.

The Operating Agency may use its CDBG funds towards property maintenance standards; however, each case would be reviewed on an individual basis and approved by the County. The County has established an expenditure cap not to exceed five (5) percent of the Contract allocation for property maintenance standards.

53. TERMINATION FOR IMPROPER CONSIDERATION. The County may, by written notice to the Operating Agency, immediately terminate the right of the Operating Agency to proceed under this Contract if it is found that improper consideration, in any form, was offered or given by the Operating Agency, either directly or through an intermediary, to any County officer, employee or agent with the intent of securing the Contract or securing favorable treatment with

respect to the award, amendment or extension of the Contract or the making of any determinations with respect to the Operating Agency's performance pursuant to the Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against Operating Agency as it could pursue in the event of default by the Operating Agency.

Operating Agency shall immediately report any attempt by the County officer or employee to solicit such improper consideration. The Report shall be made to the Executive Director or the County Auditor-Controller's Employee Fraud Hotline (800) 544-6861.

54. OPERATING AGENCY'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM. Operating Agency acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from County through contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

As required by County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting Operating Agency's duty under this Contract to comply with all applicable provisions of law, Operating Agency warrants that it is now in compliance and shall during the term of this Contract maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or District Attorney Notices of Wage and Earnings Assignment for Child or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

55. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM. Failure of Operating Agency to maintain compliance with the requirements set forth in Paragraph 54, Operating Agency's Warranty of Adherence to County's Child Support Compliance Program shall constitute a default by Operating Agency under this Contract. Without limiting the rights and remedies available to County under any other provision of this Contract, failure to cure such default within ninety (90) days of notice by the Los Angeles County Child Support Services Department (CSSD) shall be grounds upon which the Executive Director may terminate this Contract pursuant to Paragraph 59, Termination for Cause.

56. POST MOST WANTED DELINQUENT PARENTS LIST. The Operating Agency acknowledges that the County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. The Operating Agency understands that it is County's policy to voluntarily post a list

entitled L.A's Most Wanted: Delinquent Parents poster in a prominent position at Operating Agency's place of business. The CSSD will supply the Operating Agency with the poster to be used.

57. COUNTY'S QUALITY ASSURANCE PLAN. The County will evaluate the Operating Agency's performance under this Contract on not less than an annual basis. Such evaluation will include assessing Operating Agency's compliance with all Contract terms and performance standards. Operating Agency's deficiencies which County determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and the Operating Agency. If improvement does not occur consistent with the corrective measure, County may terminate this Contract, pursuant to Paragraph 58 or 59, or impose other penalties as specified in this Contract.
58. TERMINATION FOR CONVENIENCE. The County reserves the right to cancel this Contract for any reason at all upon 30 days' prior written notice to Operating Agency. In the event of such termination, Operating Agency shall be entitled to a prorated portion paid for all satisfactory work unless such termination is made for cause, in which event, compensation if any, shall be adjusted in such termination.
59. TERMINATION FOR CAUSE. This Contract may be terminated by the County upon written notice to the Operating Agency for just cause (failure to perform satisfactorily) with no penalties incurred by the County upon termination or upon the occurrence of any of the following events in i, ii, iii or iv:
- i. Should the Operating Agency fail to perform all or any portion of the work required to be performed hereunder in a timely and good workmanlike manner or properly carry out the provisions of the Contract in their true intent and meaning, then in such case, notice thereof in writing will be served upon the Operating Agency, and should the Operating Agency neglect or refuse to provide a means for satisfactory compliance with this Contract and with the direction of the County within the time specified in such notice, the County shall have the power to suspend or terminate the operations of the Operating Agency in whole or in part.
  - ii. Should the Operating Agency fail within five days to perform in a satisfactory manner, in accordance with the provisions of the Contract, or if the work to be done under said Contract is abandoned for more than three days by the Operating Agency, then notice of deficiency thereof in writing will be served upon Operating Agency by the County.

Should the Operating Agency fail to comply with the terms of said Contract within five days, upon receipt of said written notice of deficiency, the Executive Director shall have the power to suspend or terminate the

operations of the Operating Agency in whole or in part.

- iii. In the event that a petition of bankruptcy shall be filed by or against the Operating Agency.
- iv. If, through any cause, the Operating Agency shall fail to fulfill in timely and proper manner the obligations under this Contract, or if the Operating Agency shall violate any of the covenants, Contracts, or stipulations of this Contract, the County shall thereupon have the right to terminate this Contract by giving written notice to the Operating Agency of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Operating Agency or under this Contract shall, at the option of the County become its property and the Operating Agency shall be entitled to receive just and equitable compensation for any work satisfactorily completed.

- 60. ARCHITECTURAL BARRIERS ACT AND THE AMERICANS WITH DISABILITIES ACT. The Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) requires certain Federal and Federally funded buildings and other facilities to be designed, constructed, or altered in accordance with standards that insure accessibility to, and use by, physically handicapped people. A building or facility designed, constructed, or altered with funds allocated or reallocated under this part after December 11, 1995, and that meets the definition of residential structure as defined in 24 CFR Section 40.2 or the definition of building as defined in 41 CFR Part 101, is subject to the requirements of the Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) and shall comply with the Uniform Federal Accessibility Standards (Appendix A to 24 CFR Part 40 for residential structures and Appendix A to 41 CFR Parts 101-19 for general type buildings). The Americans with Disabilities Act (42 U.S.C. Section 12131; 47 U.S.C. Sections 155.201, 218 and 225) (ADA) provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications. It further provides that discrimination includes a failure to design and construct facilities for first occupancy after January 26, 1993 that are readily accessible to and usable by individuals with disabilities. Further, the ADA requires the removal of architectural barriers and communication barriers that are structural in nature in existing facilities, where such removal is readily achievable--that is, easily accomplishable and able to be carried out without much difficulty or expense.
- 61. USE OF RECYCLED-CONTENT PAPER PROJECTS. Consistent with the County Board of Supervisors' policy to reduce the amount of solid waste deposited at County landfills, the Operating Agency agrees to use recycled-content paper to the maximum extent possible in relation to this project.
- 62. EMPLOYEES OF OPERATING AGENCY. *Workers' Compensation:* Operating

Agency understands and agrees that all persons furnishing services to the County pursuant to this Contract are, for the purposes of Workers' Compensation liability, employees solely of the Operating Agency. Operating Agency shall bear sole responsibility and liability for providing Workers' Compensation benefits to any person for injuries arising from an accident connected with services provided to the County under this Contract.

*Professional Conduct:* The County does not and will not condone any acts, gestures, comments or conduct from the Operating Agency's employees, agents or subcontractors which may be construed as sexual harassment or any other type of activities or behavior that might be construed as harassment. The County will properly investigate all charges of harassment by residents, employees or agents of the County against any and all Operating Agency's employees, agents or subcontractors providing services for the County. The Operating Agency assumes all liability for the actions of the Operating Agency's employees, agents or subcontractors and is responsible for taking appropriate action after reports of harassment are received by the Operating Agency.

63. CONTRACTOR RESPONSIBILITY AND DEBARMENT.

- i. A responsible contractor is a contractor, consultant, vendor, or operating agency who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the Contract. It is the policy of the Commission, Housing Authority, and County to conduct business only with responsible contractors.
- ii. The Contractor is hereby notified that if the Commission acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the Commission may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on Commission contracts for a specified period of time, which generally will not to exceed five years but may exceed five years or be permanent if warranted by circumstances, and terminate any or all existing contracts the Contractor may have with the Commission.
- iii. The Commission may debar a contractor, consultant, vendor or operating agency if the Board of Commissioners finds, in its discretion, that the contractor, consultant, vendor, or operating agency has done any of the following: (1) violated any term of a contract with the Commission, Housing Authority, or County, or a nonprofit corporation created by the Commission, Housing Authority, or County (2) committed any act or omission which negatively reflects on the its quality, fitness or capacity to perform a contract with the Commission, Housing Authority, or County or any other public entity, or a nonprofit corporation created by the Commission, Housing Authority, or County, or engaged in a pattern or practice which negatively

reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the Commission, Housing Authority, County, or any other public entity.

- iv. If there is evidence that the Contractor may be subject to debarment, the Commission will notify the Contractor in writing of the evidence, which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- v. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Commission shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Commissioners.
- vi. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contract Hearing Board shall be presented to the Board of Commissioners. The Board of Commissioners shall have the right to modify, deny or adopt the proposed decision and recommendation of the Hearing Board.
- vii. If a Contractor has been debarred for a period longer than five years, that Contractor may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The Commission may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the Commission.
- viii. The Contractor Hearing Board will consider a request for review of the debarment determination only where (1) the Contractor has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the ground for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or

termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment Hearing.

- ix. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Commissioners. The Board of Commissioners shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
  - x. These terms shall also apply to subcontractors and subconsultants of County, Commission, or Housing Authority contractors, consultants, vendors and operating agencies.
64. SECTION 3. In order to comply with the Housing and Urban Development Act of 1968, the Operating Agency and, where applicable, its contractor(s) and subcontractor(s) shall comply with Section 3 regulations as described in 24 CFR Part 135. Section 3 compliance activities of the Operating Agency and its contractor(s) and subcontractor(s) shall be governed by the Commission's CDBG Compliance Instructions, as amended, which can be made available to Operating Agency for inspection and copying upon request, if Operating Agency does not already possess a copy.
65. CONSTRUCTION/REHABILITATION PROJECTS: The Operating Agency shall submit a request to the County, to conduct a Contract and Labor Compliance File Review at least 30 calendar days prior to the anticipated completion of construction/rehabilitation activities, but in no event later than May 30<sup>th</sup> of the current fiscal year.
66. DISALLOWED COSTS. If Operating Agency has failed to return unexpended funds or funds spent for disallowed costs related to any CDBG Contract it has with the County, County may withhold and offset payments to be made to Operating Agency under this Contract.
67. PHOTOGRAPHS, FOOTAGE, AND OTHER MEDIA MATERIALS. Operating Agency represents and warrants that all photographs, videos, DVD's, footage, magazines, and other media materials provided to the County are either public record or have been legally procured without invading the copyright, ownership, or privacy rights of any individual. Operating Agency further agrees to defend, hold harmless, and indemnify the County from any and all liability, as described in Section 29, Indemnification, arising from or related to County's use of said photographs, videos, DVD's, footage, magazines, and other media materials.

68. WARRANTY OF AUTHORITY. The undersigned signatory for the Operating Agency covenants, warrants and guarantees that he/she is empowered and authorized to sign this Contract on behalf of Operating Agency in accordance with the terms and conditions stated herein.
  
69. ENTIRE CONTRACT. This Contract with attachments and any and all CDBG Bulletins, which the County may issue from time to time following the date of execution, constitute the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Contract to be subscribed by the Executive Director of the Community Development Commission, and the Operating Agency has subscribed the same through its duly authorized officers, on the day, month and year first above written.

COUNTY OF LOS ANGELES

«AGENCY»  
Operating Agency

By: \_\_\_\_\_  
CARLOS JACKSON, Executive Director  
Community Development Commission  
Of the County of Los Angeles

By: \_\_\_\_\_  
Title: \_\_\_\_\_

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.  
County Counsel

APPROVED AS TO PROGRAM:

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

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

By: \_\_\_\_\_  
Director, CDBG

COUNTY OF LOS ANGELES  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
SECTION 108 REIMBURSABLE CONTRACT WITH PARTICIPATING CITY  
AMENDMENT NUMBER \_\_\_\_\_

CITY:

CONTRACT NUMBER:

THIS AMENDMENT TO CONTRACT made this \_\_\_\_\_ day of \_\_\_\_\_ 2006, by the County of Los Angeles, hereinafter called the "County," and the City of \_\_\_\_\_, hereinafter called the "Operating Agency".

WITNESSETH THAT:

WHEREAS, the County and the Operating Agency previously entered into a Community Development Block Grant Program Section 108 Reimbursable Contract with Participating City, Contract Number \_\_\_\_\_ dated; \_\_\_\_\_ and

WHEREAS, County and Operating Agency desire to amend said Contract in order that Operating Agency may better implement the projects. The Community Development Commission of the County of Los Angeles ("CDC") implements this contract for the County.

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

1. COMPENSATION AND METHOD OF PAYMENT in Fiscal Year \_\_\_\_\_ funding, show a compensation amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) of which \_\_\_\_\_ dollars (\$ \_\_\_\_\_) will now be set aside for annual Section 108 debt repayment. As such, in Fiscal Year \_\_\_\_\_ funding, the Operating Agency has available for programming, and the County shall reimburse the Operating Agency, an amount not to exceed \_\_\_\_\_ dollars (\$ \_\_\_\_\_).

The \_\_\_\_\_ dollars (\$ \_\_\_\_\_), set aside for estimated Section 108 debt repayment will automatically be drawn down by the Commission, with no further notice to Operating Agency, following Section 108 loan approval by the County and U.S. Department of Housing and Urban Development (HUD). The set aside funds will be used for County's Section 108 debt repayment to HUD's fiscal agent. Further, such funds, if any, shall be drawn down only after development and execution of the Security Agreement necessary to implement the project(s). Any remaining balance for the Section 108 debt repayment set aside will be available for programming and reimbursement.

2. All other terms and conditions of said Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Contract to be subscribed by the Executive Director of the Community Development Commission, and the Operating Agency has subscribed the same through its authorized officers, the day, month and year first above written.

COUNTY OF LOS ANGELES

CITY OF

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

By: \_\_\_\_\_  
Title: \_\_\_\_\_

APPROVED AS TO FORM:

APPROVED AS TO PROGRAM:

RAYMOND G. FORTNER, JR.  
County Counsel

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

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

By: \_\_\_\_\_  
Director, CDBG

COUNTY OF LOS ANGELES

AGREEMENT TO IMPLEMENT A COMMUNITY DEVELOPMENT

BLOCK GRANT (CDBG) PROJECT WITH A GOVERNMENTAL AGENCY

Operating Agency: «AGENCY\_NAME»

Contract Number: «Contract\_No»

The Operating Agency is hereby authorized to implement the CDBG Project identified above upon execution of this Agreement by the Operating Agency's authorized signatory. Said implementation shall be in full accordance with the requirements, conditions, and assurances defined in the Contract Number «Contract\_No», between the Operating Agency and the County of Los Angeles. In addition, the Operating Agency agrees to comply with the following:

- 1. SCOPE OF SERVICE. The Project described in the Exhibit A, listed below, shall be implemented.
- 2. TIME OF PERFORMANCE. Services are to commence as of \_\_\_\_\_ and be completed no later than \_\_\_\_\_
- 3. BUDGET SECTION. No more than the amounts specified in the Exhibit A, listed below, may be spent, without written approval of the Community Development Commission of the County of Los Angeles.

«AGENCY\_NAME»  
Operating Agency

COUNTY OF LOS ANGELES

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

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

Title: \_\_\_\_\_

Title: Director, CDBG  
Community Development Commission  
of the County of Los Angeles

COUNTY OF LOS ANGELES  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
REIMBURSABLE CONTRACT WITH PARTICIPATING CITY  
AMENDMENT NUMBER «Number»

CITY: «Agency\_Name»

CONTRACT NUMBER: «Contract Number»

THIS AMENDMENT NUMBER «Number» TO CONTRACT «Contract Number» is made this «Date» day of «Month», by and between the County of Los Angeles, hereinafter called the "County," and the «Agency Name», hereinafter called the "Participating City."

WITNESSETH THAT:

WHEREAS, the County and the Participating City previously entered into a Community Development Block Grant ("CDBG") Program Reimbursable Contract with Participating City, Contract Number «Contract Number» dated July 1, 2006, and amended «Month And Date»; and

WHEREAS, County and Participating City desire to amend the Contract in order that Participating City may better implement its CDBG-eligible projects. The Executive Director of the Community Development Commission of the County of Los Angeles ("Community Development Commission") administers the Contract on behalf of the County as its agent.

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

1. **SECTION 5, COMPENSATION AND METHOD OF PAYMENT**, is amended to show a revised compensation amount of «First» dollars («FirstAmount»). This is an increase of «SecondAmount2» dollars («Amount1») in the compensation amount.
2. **SECTION 50**, is an entirely new section and will read as follows: **ARCHITECTURAL BARRIERS ACT AND THE AMERICANS WITH DISABILITIES ACT.** The Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) requires certain Federal and Federally funded buildings and other facilities to be designed, constructed, or altered in accordance with standards that insure accessibility to, and use by, physically handicapped people. A building or facility designed, constructed, or altered with funds allocated or reallocated under this part after December 11, 1995, and that meets the definition of residential structure as defined in 24 CFR Section 40.2 or the definition of building as defined in 41 CFR Part 101, is subject to the requirements of the Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) and shall comply with the Uniform Federal Accessibility Standards (Appendix A to 24 CFR Part 40 for residential structures and Appendix A to 41 CFR Parts 101-19 for general type buildings). The Americans with Disabilities Act (42 U.S.C. Section 12131; 47 U.S.C. Sections 155.201, 218 and 225) (ADA) provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications. It further provides that discrimination includes a failure to design and construct facilities for first occupancy after January 26, 1993 that are readily

accessible to and usable by individuals with disabilities. Further, the ADA requires the removal of architectural barriers and communication barriers that are structural in nature in existing facilities, where such removal is readily achievable--that is, easily accomplishable and able to be carried out without much difficulty or expense.

3. **SECTION 50, CONSTRUCTION\REHABILITATION PROJECTS** will now be Section 51 and it is amended to show a revised section, which will read as follows, "The Operating Agency shall submit a request to the County, to conduct a Contract and Labor Compliance File Review at least 30 calendar days prior to the anticipated completion of construction/rehabilitation activities, but in no event later than May 30<sup>th</sup> of the current fiscal year." The initial first paragraph of this section has been deleted.
4. **SECTION 51, ENTIRE CONTRACT** will become Section 53
5. **SECTION 52**, will be an entirely new section and will read as follows:

**PHOTOGRAPHS, FOOTAGE, AND OTHER MEDIA MATERIALS.**

Operating Agency represents and warrants that all photographs, videos, DVD's, footage, magazines, and other media materials provided to the County are either public record or have been legally procured without invading the copyright, ownership, or privacy rights of any individual. Operating Agency further agrees to defend, hold harmless, and indemnify the County from any and all liability, as described in Section 16, Indemnification, arising from or related to County's use of said photographs, videos, DVD's, footage, magazines, and other media materials.

All other terms and conditions of the Contract shall remain the same and in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by the Executive Director of the Community Development Commission, and the Participating City has subscribed the same through its duly authorized officers on the day, month and year first above written.

COUNTY OF LOS ANGELES

«Agency\_Name»

BY: \_\_\_\_\_  
CARLOS JACKSON, Executive Director  
Community Development Commission  
of the County of Los Angeles

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

CITY CLERK: \_\_\_\_\_

APPROVED AS TO FORM:

APPROVED AS TO PROGRAM:

RAYMOND G. FORTNER, JR.  
County Counsel

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

BY: \_\_\_\_\_  
Deputy

BY: \_\_\_\_\_  
Director, CDBG

MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
COMMUNITY DEVELOPMENT COMMISSION OF THE COUNTY OF LOS ANGELES  
AND THE

---

**Participating City With A Rehabilitation Staff**

The Participating City agrees to:

1. Provide the Community Development Commission of the County of Los Angeles (CDC) with a Resolution adopted by your City Council to provide HOME Owner-Occupied Single Family Rehabilitation Loan Program (HOME Loan Program) to the City's residents.
2. Promote the availability of rehabilitation loans under the HOME Loan Program, and provide and distribute informational materials regarding the Program to residents.
3. Complete and submit a Community Data Sheet in Attachment 3 hereto, to enable the CDC to assess the city's rehabilitation needs.
4. Perform, or cause to be performed, the duties of providing rehabilitation loans to residents of the City as outlined in the CDC's HOME Single Family Manual.

Responsibilities of the CDC:

1. Review completed loan application packages to determine eligibility.
2. Set up projects in the Integrated Disbursement and Information System (IDIS).
3. Authorize loan disbursement under procedures established by the CDC.

---

Participating City

Community Development Commission  
County of Los Angeles

---

Representative

---

Representative  
CARLOS JACKSON, Executive Director

---

Date

---

Date

Community Data Sheet

Please respond to the following questions as accurately as possible.

- 1, Name of City: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Position: \_\_\_\_\_

2. Anticipated Type and Number of Home Single Family Rehabilitation Loans:  
Income Limits: \*\$47,600 (80%)

|                        | Total<br>Loan<br>Amount | Average<br>Loan<br>Amount |
|------------------------|-------------------------|---------------------------|
| 3% Home Rehabilitation | _____                   | _____                     |

\*(Family of Four)

3. Lending Area:

- A. Will Home Rehabilitation Loans be targeted citywide?  
 Yes       No

If not, list principal census tracts (attach map).

- B. Please provide the requested information in Appendix 1 – Marketing Initiative (attach separate sheets, if necessary).

Definition for the Appendix 1

- Community: Name of area represented by census tract
- Census Tract: Area of official enumeration
- HOME Target Area: HOME designated area
- CDBG Target Area: Area designated as low-income
- Number of Owner-Occupied Units: Number of units occupied by owner
- Median to County: Percentage of median income of census tract compared to county median
- Low-Income: Percentage of persons in census tract that 80% of median income or less

4. Previous Experience:

| <u>Type of Loans</u>        | <u>Yes</u> | <u>No</u> | <u>Year</u> | <u>Total</u> | <u>Funding Source</u> |
|-----------------------------|------------|-----------|-------------|--------------|-----------------------|
| Deferred Payment Loans      | _____      | _____     | 2004        | _____        | _____                 |
| Direct Loans                | _____      | _____     | 2004        | _____        | _____                 |
| Leverage Loans              | _____      | _____     | 2004        | _____        | _____                 |
| First-Time Homebuyers Loans | _____      | _____     | 2004        | _____        | _____                 |
| Grants                      | _____      | _____     | 2004        | _____        | _____                 |

5. Local Ruling Regulations:

Please describe any specific local regulations, which the CDC will have to comply with in order to operate the Program in your city.

---



---



---



---

6. How can the City assist in the Marketing of Home Single Family Rehabilitation Loan Program?

Outreach and Marketing  Yes  No

Explain \_\_\_\_\_

---

7. Does the City have office space to conduct the interviews?

Yes  No

Explain \_\_\_\_\_

---

8. Will you schedule interviews for interested residents?

Yes  No

Explain \_\_\_\_\_

---

9. Do you have a rehabilitation staff that is able to perform the services as specified in the Memorandum of Understanding (see Attachment Ia)?

- Yes – Please complete the Memorandum of Understanding
- No – Please complete the Memorandum of Understanding

Explain \_\_\_\_\_

---

**Appendix 1  
HOME OWNER-OCCUPIED SINGLE FAMILY REHABILITATION LOAN PROGRAM  
MARKETING INITIATIVE**

City of \_\_\_\_\_

| Community | Census Tract | HOME Target Area | CDBG Target Area | Number of Owner-Occupied Units | Percentage Median Income to County Income | Percentage Low-Income Persons (80% median) |
|-----------|--------------|------------------|------------------|--------------------------------|---|--|
| _____     | _____        | _____            | _____            | _____                          | _____                                     | _____                                      |
| _____     | _____        | _____            | _____            | _____                          | _____                                     | _____                                      |
| _____     | _____        | _____            | _____            | _____                          | _____                                     | _____                                      |
| _____     | _____        | _____            | _____            | _____                          | _____                                     | _____                                      |
| _____     | _____        | _____            | _____            | _____                          | _____                                     | _____                                      |
| _____     | _____        | _____            | _____            | _____                          | _____                                     | _____                                      |

Total Number of Census Tract in City: \_\_\_\_\_

### 33rd Year (2007-2008) Summary Totals for Minority and Women Board Members and Employees

| Agency   | Funding \$ | BOARD MEMBERS |                |             |            |         | EMPLOYEES |                |             |            |         |  |
|--|------------|---------------|----------------|-------------|------------|---------|-----------|----------------|-------------|------------|---------|--|
|  |            | Total         | Total Minority | Total Women | Minority % | Women % | Total     | Total Minority | Total Women | Minority % | Women % |  |
| 1736 Family Crisis Center (Homeless Shelter and Ancillary Services) 2D                 | 38,700     | 8             | 4              | 5           | 50%        | 63%     | 127       | 84             | 114         | 66%        | 90%     |  |
| Alternative Living for the Aging (Housing Alternatives for Seniors) 3D                 | 31,000     | 87            | 13             | 17          | 15%        | 20%     | 6         | 2              | 4           | 33%        | 67%     |  |
| Antelope Valley Hospital District (Healthy Homes) 5D                                   | 26,000     | 5             | 0              | 2           | 0%         | 40%     | 2334      | 2137           | 1883        | 92%        | 81%     |  |
| Asian American Drug Abuse Program, Inc. (Asian Pacific Youth Alternatives) 2D          | 16,000     | 9             | 9              | 3           | 100%       | 33%     | 119       | 117            | 66          | 98%        | 55%     |  |
| Asian Youth Center (Youth Delinquency Prevention Program)                              | 30,000     | 21            | 15             | 8           | 71%        | 38%     | 40        | 39             | 25          | 98%        | 63%     |  |
| Association of Soviet Jewish Emigres (Community Absorption Center) 3D                  | 31,000     | 25            | 0              | 7           | 0%         | 28%     | 6         | 0              | 2           | 0%         | 33%     |  |
| Avalon Multipurpose Center (Expanded Educational Services) 2D                          | 36,000     | 3             | 3              | 1           | 100%       | 33%     | 5         | 5              | 3           | 100%       | 60%     |  |
| Avalon Multipurpose Center (Senior Drop-in Program) 2D                                 | 32,000     | 3             | 3              | 1           | 100%       | 33%     | 5         | 5              | 3           | 100%       | 60%     |  |
| Big Brothers Big Sisters of Greater Los Angeles, Inc. (Mentor Outreach Project) 2D     | 10,000     | 37            | 11             | 13          | 30%        | 35%     | 43        | 32             | 36          | 74%        | 84%     |  |
| Center for Community and Family Services (Altadena Community Improvement Center)       | 197,500    | 12            | 11             | 7           | 92%        | 58%     | 435       | 347            | 348         | 80%        | 80%     |  |
| Campfire USA – Mount San Antonio Council (Youth Camping Programs) 1D                   | 20,000     | 12            | 4              | 5           | 33%        | 42%     | 25        | 18             | 18          | 72%        | 72%     |  |
| City of San Gabriel (After School Program) 5D  | 22,494     | 5             | 1              | 1           | 20%        | 20%     | 400       | 150            | 145         | 38%        | 36%     |  |
| City of Santa Fe Springs (Santa Fe Springs, Handyworker) 1D                            | 280,000    | 5             | 3              | 1           | 60%        | 20%     | 448       | 300            | 227         | 67%        | 51%     |  |
| Creative Experience Educational Center, Inc. (Creative Kid Stop) 2D                    | 13,700     | 7             | 7              | 7           | 100%       | 100%    | 3         | 3              | 3           | 100%       | 100%    |  |
| Enterprise Homeownership Partners (Green Grant Program)                                | 600,000    | 6             | 2              | 2           | 33%        | 33%     | 5         | 3              | 3           | 60%        | 60%     |  |
| Foothill Unity Center (Food Distribution Program) 5D                                   | 10,000     | 12            | 4              | 7           | 33%        | 58%     | 14        | 8              | 11          | 57%        | 79%     |  |
| Florence/Firestone Chamber of Commerce (Capacity Building) 2D                          | 10,000     | 7             | 4              | 3           | 57%        | 43%     | 2         | 2              | 2           | 100%       | 100%    |  |
| Florence/Firestone Chamber of Commerce (Technical Assistance) 2D                       | 50,000     | 7             | 4              | 3           | 57%        | 43%     | 2         | 2              | 2           | 100%       | 100%    |  |
| Friends Outside in Los Angeles County (Jail Visitation & Family Assistance Project) 5D | 10,000     | 9             | 3              | 6           | 33%        | 67%     | 11        | 7              | 6           | 64%        | 55%     |  |
| Hacienda Unified School District (Palm Elementary School) 4D                           | 10,000     | N/A           | N/A            | N/A         |            |         | N/A       | N/A            | N/A         |            |         |  |
| Haven House (Domestic Violence Intervention and Family Assistance Project) 5D          | 20,000     | 9             | 3              | 4           | 33%        | 44%     | 26        | 18             | 26          | 69%        | 100%    |  |
| Human Services Association (Southeast Emergency Services) 1D                           | 20,000     | 17            | 10             | 3           | 59%        | 18%     | 131       | 117            | 103         | 89%        | 79%     |  |
| Human Services Consortium of the East San Gabriel Valley (Handyworker Program)         | 212,000    | 6             | 1              | 0           | 17%        | 0%      | 56        | 31             | 26          | 55%        | 46%     |  |
| Jewish Family Services of Los Angeles (Partners Adult Day Health Care) 3D              | 23,500     | 75            | 0              | 49          | 0%         | 65%     | 407       | 102            | 337         | 25%        | 83%     |  |
| Junior Blind of America (Infant-Family Project) 2D                                     | 10,500     | 19            | 0              | 2           | 0%         | 11%     | 156       | 109            | 96          | 70%        | 62%     |  |
| Junior Blind of America (Infant-Family Project) 5D                                     | 10,000     | 19            | 0              | 2           | 0%         | 11%     | 156       | 109            | 96          | 70%        | 62%     |  |
| Kids in Sports (Sports Club for Youth) 2D  | 10,000     | 21            | 12             | 8           | 57%        | 38%     | 7         | 5              | 3           | 71%        | 43%     |  |
| Los Angeles Community Advocate For Unity And Social Justice And Action (LACA)          | 50,000     | 10            | 10             | 5           | 100%       | 50%     | 13        | 13             | 6           | 100%       | 46%     |  |
| Los Angeles Homeless Services Authority (LAHSA) (Non Profit Organization Capacity)     | 285,000    | 9             | 4              | 4           | 44%        | 44%     | 65        | 52             | 38          | 80%        | 58%     |  |
| Los Angeles Unified School District (Maxine Waters Employment Training Center – Li)    | 16,000     | 7             | 2              | 3           | 29%        | 43%     | 78200     | 41405          | 54544       | 53%        | 70%     |  |
| Montebello Unified School District (Potrero Heights Elementary – PAWS Program) 1D      | 40,000     | 5             | 4              | 2           | 80%        | 40%     | 40        | 35             | 34          | 88%        | 85%     |  |
| Montebello Park Elementary School (Afterschool Program) 1D                             | 40,000     | 5             | 4              | 2           | 80%        | 40%     | 40        | 35             | 34          | 88%        | 85%     |  |
| Neighbors Acting Together Helping All (N.A.T.H.A.) 5D                                  | 10,000     | 12            | 9              | 8           | 75%        | 67%     | 5         | 4              | 4           | 80%        | 80%     |  |
| Para Los Ninos (Childcare Rehabilitation) 1D   | 300,000    | 15            | 7              | 5           | 47%        | 33%     | 265       | 257            | 220         | 97%        | 83%     |  |
| Pacific Asian Consortium in Employment (Handyworker Program) 2D                        | 157,000    | 5             | 5              | 1           | 100%       | 20%     | 296       | 284            | 230         | 96%        | 78%     |  |

|  |                  |            |            |          |            |            |            |               |               |               |            |            |
|--|------------------|------------|------------|----------|------------|------------|------------|---------------|---------------|---------------|------------|------------|
| <b>Peace4Kids</b> (Emancipation Services Program) <b>2D</b>                                  | 15,000           | 12         | 7          | 8        | 58%        | 67%        | 6          | 4             | 5             | 67%           | 83%        |            |
| <b>Plaza Community Center</b> (Domestic Violence Intervention/Prevention) <b>1D</b>          | 20,000           | 17         | 9          | 6        | 53%        | 35%        | 55         | 50            | 42            | 91%           | 76%        |            |
| <b>Salvation Army</b> (Bell Shelter) <b>1D</b>   | 20,000           | 20         | 6          | 3        | 30%        | 15%        | 77         | 66            | 38            | 86%           | 49%        |            |
| <b>Samuel Dixon Family Health Center, Inc.</b> <b>5D</b>                                     | 30,000           | 16         | 4          | 7        | 25%        | 44%        | 16         | 9             | 12            | 56%           | 75%        |            |
| <b>Santa Anita Family Service</b> (Impact Plus Project) <b>2D</b>                            | 15,000           | 13         | 1          | 8        | 8%         | 62%        | 71         | 21            | 55            | 30%           | 77%        |            |
| <b>Santa Clarita Valley Committee on Aging Corp.</b> (Handyworker Program) <b>5D</b>         | 100,000          | 19         | 2          | 7        | 11%        | 37%        | 67         | 31            | 44            | 46%           | 66%        |            |
| <b>Shelter Partnership</b> (Shelter Resource Bank) <b>CW</b>                                 | 275,000          | 19         | 4          | 6        | 21%        | 32%        | 15         | 6             | 11            | 40%           | 73%        |            |
| <b>Soledad Enrichment Action, Inc.</b> (Program Facility Rehabilitation) <b>1D</b>           | 400,000          | 8          | 7          | 4        | 88%        | 50%        | 278        | 22            | 167           | 8%            | 60%        |            |
| <b>Soledad Enrichment Action, Inc.</b> (Parents Helping Parents) <b>5D</b>                   | 10,000           | 8          | 7          | 4        | 88%        | 50%        | 278        | 22            | 167           | 8%            | 60%        |            |
| <b>St. Gregory the Great Catholic Church</b> (NHNFAC) <b>4D</b>                              | 12,000           | 6          | 4          | 3        | 67%        | 50%        | 478        | 302           | 234           | 63%           | 49%        |            |
| <b>St. Joseph Center</b> (Homeless Services Center) <b>3D</b>                                | 23,500           | 17         | 4          | 10       | 24%        | 59%        | 92         | 52            | 68            | 57%           | 74%        |            |
| <b>Steelworkers Oldtimers Foundation</b> (Senior Meals Program) <b>1D</b>                    | 93,000           | 10         | 8          | 3        | 80%        | 30%        | 102        | 100           | 64            | 98%           | 63%        |            |
| <b>Sun Village Chamber of Commerce</b> (Handyworker Program) <b>5D</b>                       | 170,150          | 10         | 10         | 4        | 100%       | 40%        | 5          | 5             | 1             | 100%          | 20%        |            |
| <b>Topanga Community Women's Club</b> (Topanga Youth Services) <b>3D</b>                     | 14,726           | 12         | 3          | 8        | 25%        | 67%        | 3          | 1             | 1             | 33%           | 33%        |            |
| <b>United Peace Officers Against Crime</b> (Summer Camp) <b>2D</b>                           | 10,000           | 9          | 8          | 2        | 89%        | 22%        | 40         | 37            | 14            | 93%           | 35%        |            |
| <b>Verdugo Mental Health Center</b> (Verdugo Homeless Outreach Project) <b>5D</b>            | 10,000           | 14         | 0          | 3        | 0%         | 21%        | 87         | 17            | 63            | 20%           | 72%        |            |
| <b>Veterans In Community Service (VICS)</b> (Handyworker Program) <b>4D</b>                  | 357,000          | 5          | 5          | 1        | 100%       | 20%        | 59         | 59            | 24            | 100%          | 41%        |            |
| <b>Volunteers of East Los Angeles</b> (East Los Angeles Farmer's Market) <b>1D</b>           | 145,000          | 5          | 5          | 5        | 100%       | 100%       | 7          | 4             | 5             | 57%           | 71%        |            |
| <b>Volunteers of East Los Angeles</b> (Installation of Banners and Holiday Lights) <b>1D</b> | 200,000          | 5          | 5          | 5        | 100%       | 100%       | 7          | 4             | 5             | 57%           | 71%        |            |
| <b>Volunteers of East Los Angeles</b> (Volunteers of East Los Angeles) <b>1D</b>             | 50,000           | 5          | 5          | 5        | 100%       | 100%       | 7          | 4             | 5             | 57%           | 71%        |            |
| <b>Watts Labor Community Action Committee</b> (Handyworker Program) <b>2D</b>                | 400,000          | 10         | 5          | 2        | 50%        | 20%        | 343        | 338           | 183           | 99%           | 53%        |            |
| <b>West Angeles Community Development Corporation</b> (Homeless Program) <b>2D</b>           | 10,000           | 21         | 21         | 11       | 100%       | 52%        | 17         | 17            | 13            | 100%          | 76%        |            |
| <b>Whittier Rio Hondo AIDS Project</b> (Case Management Program) <b>4D</b>                   | 25,000           | 8          | 4          | 5        | 50%        | 63%        | 12         | 11            | 10            | 92%           | 83%        |            |
| <b>Whittier Boulevard Merchants Association</b> (Capacity Building)                          | 35,000           | 10         | 8          | 2        | 80%        | 20%        | 1          | 1             | 0             | 100%          | 0%         |            |
| <b>Whittier Boulevard Merchants Association</b> (Marketing Strategy)                         | 133,050          | 10         | 8          | 2        | 80%        | 20%        | 1          | 1             | 0             | 100%          | 0%         |            |
|  |                  |            |            |          | #DIV/0!    | #DIV/0!    |            |               |               | #DIV/0!       | #DIV/0!    |            |
| <b>Total</b>   | <b>5,251,820</b> | <b>803</b> | <b>306</b> | <b>0</b> | <b>317</b> | <b>38%</b> | <b>39%</b> | <b>86,017</b> | <b>47,021</b> | <b>59,929</b> | <b>55%</b> | <b>70%</b> |

Gpt\Action Plan Board Letter 07-08\MBEWBE Attachment L

\*Last years numbers. Current numbers not available.

N/A - Not available.

**Los Angeles County Chief Administrative Office  
Grants Management Statement for Grants of \$100,000 or More**

**Department:** Community Development Commission

**Grant Project Title and Description**  
Fiscal Year 2007-2008 Community Development Block Grant\*

|   |  |  |
|---|--|--|
| <b>Funding Agency</b><br>U.S. Department of Housing and Urban Development | <b>Program (Fed. Grant #/State Bill/Code #)</b><br>B-05-UC-06-0505 | <b>Acceptance Deadline</b><br>June 1, 2007 |
|---|--|--|

|  |                   |                                   |         |
|--|-------------------|-----------------------------------|---------|
| <b>Total Amount of Grant Funding:</b>              | \$30,734,718      | <b>County Match Requirements:</b> | \$0     |
| <b>Grant Period:</b>                               | 7/1/07 to 6/30/08 | <b>Begin Date:</b>                | 7/1/07  |
|  |                   | <b>End Date:</b>                  | 6/30/08 |
| <b>Number of Personnel Hired Under This Grant:</b> | 51                | <b>Full Time:</b>                 | 50      |
|  |                   | <b>Part Time:</b>                 | 1       |

Obligations Imposed on the County When the Grant Expires

|   | Yes                                 | No                                  | N/A                      |
|---|-------------------------------------|-------------------------------------|--------------------------|
| Will all personnel hired for this program be informed this is a grant-funded program?                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Will all personnel hired for this program be placed on temporary ("N") items?                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Is the County obligated to continue this program after the grant expires?                             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If the County is not obligated to continue this program after the grant expires, the Department will: |                                     |                                     |                          |
| a) Absorb the program cost without reducing other services.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b) Identify other revenue sources.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Describe:   |                                     |                                     |                          |
| c) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

**Impact of additional personnel on existing space:** N/A

**Other requirements not mentioned above:**

Department Head Signature Bobette A. Glover Date 4/12/07

\*While the Commission is approving this form at this time, this is a formula-based entitlement grant received on an annual basis, and will review its applicability for future submission.

**ATTACHMENT N  
HOME Grant**

**Los Angeles County Chief Administrative Office  
Grants Management Statement for Grants of \$100,000 or More**

**Department:** Community Development Commission – County of Los Angeles  
Housing Development and Preservation Division

**Grant Project Title and Description**  
Fiscal Year 2007-2008 HOME Investment Partnership Program \*

|   |  |  |
|---|--|--|
| <b>Funding Agency</b><br>U.S. Department of Housing and Urban Development | <b>Program (Fed. Grant #/State Bill/Code #)</b><br>M-06-UC-06-0520 | <b>Acceptance Deadline</b><br>June 1, 2007 |
|---|--|--|

|  |                   |                                   |             |
|--|-------------------|-----------------------------------|-------------|
| <b>Total Amount of Grant Funding:</b>              | \$12,814,611      | <b>County Match Requirements:</b> | \$2,883,287 |
| <b>Grant Period:</b>                               | 7/1/07 to 6/30/08 | <b>Begin Date:</b>                | 7/1/07      |
|  |                   | <b>End Date:</b>                  | 6/30/08     |
| <b>Number of Personnel Hired Under This Grant:</b> | 12.55             | <b>Full Time:</b>                 | 12.55       |
|  |                   | <b>Part Time:</b>                 | N/A         |

Obligations Imposed on the County When the Grant Expires

|   | Yes                                 | No                                  | N/A                      |
|---|-------------------------------------|-------------------------------------|--------------------------|
| Will all personnel hired for this program be informed this is a grant-funded program?                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Will all personnel hired for this program be placed on temporary ("N") items?                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Is the County obligated to continue this program after the grant expires?                             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If the County is not obligated to continue this program after the grant expires, the Department will: |                                     |                                     |                          |
| a) Absorb the program cost without reducing other services.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b) Identify other revenue sources.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Describe:   |                                     |                                     |                          |
| c) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

**Impact of additional personnel on existing space:** N/A

**Other requirements not mentioned above:** N/A

Department Head Signature *Roberta A. Glover* Date 4/12/07

\*While the Commission is approving this form at this time, this is a formula-based entitlement grant received on an annual basis, and will review its applicability for future submission.

Los Angeles County Chief Administrative Office  
Grants Management Statement for Grants of \$100,000 or More

**Department:** Community Development Commission – County of Los Angeles  
Housing Development and Preservation Division

**Grant Project Title and Description**  
Fiscal Year 2007-2008 American Dream Downpayment Assistance Initiative\*

|   |  |  |
|---|--|--|
| <b>Funding Agency</b><br>U.S. Department of Housing and Urban Development | <b>Program (Fed. Grant #/State Bill/Code #)</b><br>M-06-UC-06-0520 | <b>Acceptance Deadline</b><br>June 1, 2007 |
|---|--|--|

|  |                   |                                   |         |
|--|-------------------|-----------------------------------|---------|
| <b>Total Amount of Grant Funding:</b>              | \$157,849         | <b>County Match Requirements:</b> | \$0     |
| <b>Grant Period:</b>                               | 7/1/07 to 6/30/08 | <b>Begin Date:</b>                | 7/1/07  |
|  |                   | <b>End Date:</b>                  | 6/30/08 |
| <b>Number of Personnel Hired Under This Grant:</b> | 0.5               | <b>Full Time:</b>                 | 0.5     |
|  |                   | <b>Part Time:</b>                 | N/A     |

Obligations Imposed on the County When the Grant Expires

|   | Yes                                 | No                                  | N/A                      |
|---|-------------------------------------|-------------------------------------|--------------------------|
| Will all personnel hired for this program be informed this is a grant-funded program?                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Will all personnel hired for this program be placed on temporary ("N") items?                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Is the County obligated to continue this program after the grant expires?                             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If the County is not obligated to continue this program after the grant expires, the Department will: |                                     |                                     |                          |
| a) Absorb the program cost without reducing other services.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b) Identify other revenue sources.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Describe:   |                                     |                                     |                          |
| c) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

**Impact of additional personnel on existing space:** N/A

**Other requirements not mentioned above:** N/A

Department Head Signature Bobette A. Glover Date 4/12/07

\*While the Commission is approving this form at this time, this is a formula-based entitlement grant received on an annual basis, and will review its applicability for future submission.

ATTACHMENT P  
ESG Grant

**Los Angeles County Chief Administrative Office**  
Grants Management Statement for Grants of \$100,000 or More

**Department:** Community Development Commission

**Grant Project Title and Description**  
Fiscal Year 2007-2008 Emergency Shelter Block Grant \*

|   |  |  |
|---|--|--|
| <b>Funding Agency</b><br>U.S. Department of Housing and Urban Development | <b>Program (Fed. Grant #/State Bill/Code #)</b><br>S-05-UC-06-0505 | <b>Acceptance Deadline</b><br>June 1, 2007 |
|---|--|--|

|  |                   |                                   |         |
|--|-------------------|-----------------------------------|---------|
| <b>Total Amount of Grant Funding:</b>              | \$157,849         | <b>County Match Requirements:</b> | \$0     |
| <b>Grant Period:</b>                               | 7/1/07 to 6/30/08 | <b>Begin Date:</b>                | 7/1/07  |
|  |                   | <b>End Date:</b>                  | 6/30/08 |
| <b>Number of Personnel Hired Under This Grant:</b> | 0                 | <b>Full Time:</b>                 | 0       |
|  |                   | <b>Part Time:</b>                 | 0       |

Obligations Imposed on the County When the Grant Expires

|   | Yes                      | No                       | N/A                                 |
|---|--------------------------|--------------------------|-------------------------------------|
| Will all personnel hired for this program be informed this is a grant-funded program?                 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will all personnel hired for this program be placed on temporary ("N") items?                         | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Is the County obligated to continue this program after the grant expires?                             | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If the County is not obligated to continue this program after the grant expires, the Department will: |                          |                          |                                     |
| a) Absorb the program cost without reducing other services.   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b) Identify other revenue sources.  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Describe:   |                          |                          |                                     |
| c) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.                  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**Impact of additional personnel on existing space:** N/A

**Other requirements not mentioned above:** This grant is passed through to the Los Angeles Homeless Services Authority (LAHSA)

Department Head Signature *Bonnette A. Glover* Date 4/12/07

\*While the Commission is approving this form at this time, this is a formula-based entitlement grant received on an annual basis, and will review its applicability for future submission.