**COMMUNITY DEVELOPMENT COMMISSION**
**of the County of Los Angeles**
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**Gloria Molina**
**Yvonne Brathwaite Burke**
**Zev Yaroslavsky**
**Don Knabe**
**Michael D. Antonovich**
*Commissioners*

**Carlos Jackson**
*Executive Director*

May 29, 2007

Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVE COMMUNITY DEVELOPMENT BLOCK GRANT REIMBURSABLE CONTRACT AMENDMENT WITH THE MONTEBELLO UNIFIED SCHOOL DISTRICT (1)**
**(3 Vote)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the approval of Amendment No. 2 with the Montebello Unified School District is not subject to the California Environmental Quality Act (CEQA), because the proposed activity will not have the potential for causing a significant effect on the environment.

2. Approve Amendment No. 2 to Community Development Block Grant (CDBG) Reimbursable Contract No.101620 (Contract Amendment) with The Montebello Unified School District, presented in substantially final form, to increase the amount by $20,000, from $40,000 to $60,000, to purchase 20 computers for its Potrero Heights Elementary School Promoting Achievement With Students (PAWS) program, using CDBG funds allocated to the First Supervisorial District, to be effective following approval as to form by County Counsel and execution by all parties, through June 30, 2007.

3. Instruct the Executive Director of the Community Development Commission to execute the Reimbursable Contract Amendment, in substantially the form of the attached and all necessary amendments thereto on behalf of Los Angeles County.

## PURPOSE/JUSTIFICATION/ OF RECOMMENDED ACTION:

On May 23, 2006, your Board approved the 2006-2007 One-Year Action Plan for the Thirty-second Program Year (July 1, 2006 through June 30, 2007) to receive CDBG funds from the U.S. Department of Housing and Urban Development (HUD) to meet the County's housing and community development needs. The proposed Amendment is consistent with the purposes set forth in the Action Plan. The Action Plan contains the County's one-year plan to carry out housing and community development activities funded by the CDBG program.

## FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The proposed Contract Amendment will be funded with a total of $20,000 in CDBG funds allocated to the First Supervisorial District.

## FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On May 23, 2006, as part of the 2006-2007 Action Plan, your Board approved a CDBG Reimbursable Contract in the amount of $40,000 with the Montebello Unified School District for the Potrero Heights Elementary School PAWS program, through June 30, 2007.

The PAWS program provides an after school tutoring and enrichment program for 120 students between the ages of 5 and 9. PAWS focuses on literacy skills, fine arts, and sports. The program provides after school hands-on structured activities to help students develop critical thinking and processing skills to motivate and reinforce their learning. Additionally, students will also be provided with homework assistance. The additional CDBG funds will be used to purchase 20 computers. The program is located at 8026 E. Hill Drive, in unincorporated South San Gabriel.

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 Operating Agency's minimum qualifications for the open position.

The Reimbursable Contract Amendment will be effective following approval as to form by County Counsel and execution by all the parties.

**ENVIRONMENTAL DOCUMENTATION:**

The increase in funding to purchase computers is exempt from the National Environmental Policy Act (NEPA) pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3), because it involves activities that will not have a physical impact or result in any physical changes to the environment. The activities are also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

**IMPACT ON CURRENT PROJECTS:**

The project meets the HUD national objective of serving at least 51 percent low- and moderate-income persons.

Respectfully submitted,

Bobbette A. Glover

for CARLOS JACKSON
Executive Director

Attachment: 1

**COUNTY OF LOS ANGELES**
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**
**REIMBURSABLE CONTRACT AMENDMENT 2**

PROJECT TITLE: Potrero Heights Elementary - PAWS Program

PROJECT NUMBER: 600728-06 CONTRACT NUMBER: 101620

THIS AMENDMENT TO CONTRACT made this _____, day of _____, by the County of Los Angeles, hereinafter called the "County", and the Montebello Unified School District, hereinafter called the "Operating Agency".

WITNESSETH THAT:

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

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

1. **COMPENSATION AND METHOD OF PAYMENT** has been amended to show the following: sixty thousand dollars (**$60,000**). This is an increase of twenty thousand dollars (**$20,000**).

2. **BUDGET SECTION** is amended to reflect the new compensation amount of: sixty thousand dollars (**$60,000**).

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

IN WITNESS WHEREOF, the County and the Operating Agency, through their duly authorized officers, have executed this amendment as of the date first above written.

COUNTY OF LOS ANGELES

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

APPROVED AS TO FORM:

RAYMOND FORTNER, JR.
County Counsel

By: _____
Deputy

MONTEBELLO UNIFIED SCHOOL DISTRICT
Operating Agency

By: _____

Title: _____

APPROVED AS TO PROGRAM:

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

By: _____
Director, CDBG

# Community Development Commission
# County of Los Angeles
# Project Description and Activity Budget

Contract No. 101620 Version 2

| PROJECT | OPERATING AGENCY |
|---|---|
| Project No: 600728-06<br>Title: Potrero Heights Elementary - PAWS Program<br><br>Funding Period: 7/1/2006 To: 6/30/2007<br>Jurisdiction: 1st District | **Organization**<br>Name: Montebello Unified School District<br><br>Type: Other Public Agency<br><br>CDC Program Mgr: Maria Urzua |

## Project Administration

Mary Norris, Principal
Terry Lee Smith , Project Director
Potrero Elementary School
8026 E. Hill Drive
South San Gabriel, CA 91770
(626) 307-7010
Fax (626) 307-7013
norris_mary@montebello.k12.ca.us

## Eligibility Summary

Funding Source: CDBG
HUD Code: 05L Child Care Services
Eligibility Citation: 570.201(e)
National Objective: LMC
Nat. Objective Citation: 570.208(a)(2) (i)(B)
Est. Accomplishments: 120 Performance Indicator: People (General)

## Activity Summary

This project will add a summer school book club run by a library media services technician and will continue the after school tutoring and enrichment program called "Promoting Achievement with Students" (PAWS) at Potrero Heights Elementary School. PAWS continues to focus on literacy skills, math, fine arts, chess and sports. The Program will provide after school hands on structured activities to 120 students in the areas of thinking and processing skills to motivate and reinforce their learning in addition to homework assistance. Duplicated services will be approximately 10,000 for these 120 beneficiaries.

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

## Special Conditions

The Operating Agency has received authorization to utilize the Public Service Self-Certification Form for this project in those instances where it is unable to obtain complete income documentation from the program participant. The Operating Agency must ensure that the form contains the current income guidelines, and that forms are maintained in the program participant files. The forms must be fully completed, signed, and dated by the program participant, as well as approved by a designated Operating Agency staff member. If the scope of activities for the project changes, the Operating Agency will be required to submit a new request for authorization to use the Public Service Self-Certification Form.

The Operating Agency must maintain payroll and time attendance records signed by the employee and approved by the supervisor. Time distribution records must reflect total work time on a daily

basis by program and/or funding source, as applicable.

The Operating Agency will comply with procurement standards outlined in, 24 CFR, Part 84, Section 84.44, entitled Procurement Procedures, for the purchase of all goods and contracted services using CDBG or ESG funds.

The Operating Agency shall maintain during the term of this Contract and for a period of four (4) years after the expiration of the contract complete and adequate financial records and accounts as considered necessary by the Community Development Commission (CDC) to assure proper accounting for all program funds and to support all program expenditures. These records and accounts shall include, but not be limited to, the following:

* A double-entry General Ledger that supports the costs charged to the CDBG or ESG Program;
* Records documenting procurement of goods and services;
* Contracts for goods or services;
* Lease or Rental Agreements;
* Invoices;
* Billing Statements;
* Cancelled Checks;
* Timecards signed by employees and supervisors;
* Personnel Authorization Records;
* Payroll Registers;
* Payroll Tax Records;
* Bank Statements;
* Bank Reconciliations; and
* Documentation to support the allocation of costs.

The Operating Agency will make it a goal to maintain documentation which ensures that at least 51 percent of the program beneficiaries reside in the unincorporated areas of the funding Supervisorial District.

The Operating Agency shall submit adequate financial documentation to support the program expenditures reported in the monthly CDBG Funding Request forms. The financial supporting documentation will include contracts for goods or services, evidence of procurement, lease or rental agreements, invoices, billing statements, cancelled checks, timecards signed by employee and supervisors, payroll registers, payroll tax records, bank statements, bank reconciliations, a detailed General Ledger that supports the costs charged to the CDBG program, and an approved cost allocation method for indirect costs charged. Failure to submit the necessary supporting documentation will result in the disallowance of costs.

## Contracted Services/Subrecipients

## Funding Summary

| Cost Category | Amount |
|---|---|
| Personnel | $18,000.00 |
| Non-Personnel | $42,000.00 |
| **Total** | **$60,000.00** |

## Location

**Name:** Potrero Heights Elementary

**Address:** 8026 E. Hill Dr.

**City:** South San Gabriel

**Los Angeles County Community Development Commission** **Exhibit A**

**Service Area**

| Region | | Population | Low/Mod Pop | |
|---|---|---|---|---|
| 4824.02 | South San Gabriel -u | 1,999 | 598 | |
| 4825.21 | South San Gabriel -u | 5,190 | 2,054 | |
| 4825.22 | South San Gabriel -u | 1,022 | 312 | |
| **Grand Total:** | | **8,211** | **2,964** | **36.10% Low/Mod** |