County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
http://ceo.lacounty.gov

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

December 9, 2008

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

Dear Supervisors:

REQUEST TO APPROVE AMENDMENT NUMBER EIGHT TO THE SKID ROW FAMILIES DEMONSTRATION PROJECT CONTRACT NUMBER 06-038 (FIRST DISTRICT) (3 VOTES)

SUBJECT

Amendment Number Eight extends the Skid Row Families Demonstration Project (SRFDP) Contract Number 06-038 for one additional year, from December 18, 2008 through December 17, 2009, at a Maximum Annual Contract Sum of $237,000 in Net County Cost (NCC) to fund case management, telephone follow-up, and other related administrative services after the families have been relocated into permanent housing. The Request for Appropriation Adjustment is being requested at the same time for the Department of Children and Family Services (DCFS) to increase their budget for Fiscal Year (FY) 2008-09 by $167,000 in order to provide these case management and administrative services.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chair of the Board to execute Amendment Number Eight (Attachment A) for the SRFDP Contract Number 06-038 with Beyond Shelter to extend the contract term for one additional year, from December 18, 2008 through December 17, 2009, at the Maximum Annual Contract Sum of $237,000 NCC through the Homeless and Housing Program Fund (HHPF) First District Homeless Services funds with an option to extend the contract for one additional year through December 17, 2010 at the sole discretion of the County and delegate authority to the Chief Executive Officer (CEO) to execute the extension. An estimated $167,000 will be included in the FY 2008-09 Adopted Budget and the remaining $70,000 will be included in the DCFS FY 2009-10 Proposed Budget in coordination with the CEO.

2. Approve the attached Request for Appropriation Adjustment (Attachment B) to increase the DCFS budget for FY 2008-09 by $167,000 to provide six months of case management, up to six months of telephone follow-up, and other related administrative services to help stabilize 65 families transferred to permanent housing, and delegate authority to the CEO to execute the Request for Appropriation Adjustment.

3. Delegate authority to the CEO to execute amendments to increase or decrease the Maximum Annual Contract Sum by no more than ten percent to accommodate increased or decreased service needs of homeless families provided that sufficient funding is available, after County Counsel's approval, and instruct the CEO to notify your Board within ten working days of executing the amendments.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The recommended actions are necessary to continue the SRFDP contract for one additional year, from December 18, 2008 through December 17, 2009. The goal of the SRFDP is to relocate homeless families from the Skid Row area to permanent housing and provide six months of both case management and telephone follow-up services. During the case management phase, the families are taught skills in areas such as money management, food nutrition, home maintenance, coping skills, and connecting with community-based agencies for resources and services. The six months of telephone follow-up contact provide continual monitoring and additional support to the families while they are learning to be self-dependent. If the recommended actions are not approved, Beyond Shelter will not be able to continue the vital services to these families.

The Request for Appropriation Adjustment to transfer the required additional funds to DCFS will ensure availability of funds from December 18, 2008 through the end of FY 2008-09 to provide these services to an estimated 65 families remaining from the original 247 families served by the SRFDP.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan: Service Excellence (Goal 1), Fiscal Responsibility (Goal 4), and Children and Families' Well-Being (Goal 5). Board approval will enhance service delivery and support the County's efforts to address the immediate and critical needs of children and homeless families served by the SRFDP.

FISCAL IMPACT/FINANCING

Funding of $237,000 in the third year of the SRFDP contract will be financed at 100 percent NCC of which $167,000 will cover the period of December 18, 2008 through June 30, 2009, and $70,000 is from July 1 through December 17, 2009.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

As a partnership among DCFS, the CEO, along with the Department of Health Services, Mental Health, Public Health, and Public Social Services, the initial one-year SRFDP contract adopted by your Board was effective December 18, 2006 to December 17, 2007. Originally, Beyond Shelter planned to move 500 homeless families from Skid Row into permanent housing in residential neighborhoods and provide each family with six months case management and telephone follow-up to help them achieve stability and prevent future homelessness. This number was later reduced to 300 homeless families due to unavoidable increases in project costs, including increases in hotel voucher rates, longer stays of the families in hotels and master-leased apartments while waiting for permanent housing approvals, higher move-in costs, and emergency food expenditures.

As of September 17, 2008, 220 families have been moved into permanent housing. The causes of delay for moving families into permanent housing are due to the additional time required to address the families' special needs, difficulties in obtaining necessary documents such as birth records, employment and income verifications, and difficulty in locating Section 8 housing once the Section 8 vouchers are approved by the Housing Authority. The contractor has projected that 238 families will be moved into permanent housing while nine families will still be in transitional housing for a total of 247 families served altogether by the completion of the second year contract to end on December 17, 2008.

Contract Amendments executed to date:

- May 18, 2007, Amendment Number One to the contract was executed by the CEO to modify the Housing Resources 12-Month Budget by reducing the line item on Hotel Vouchers by $10,000, and adding the line item Emergency Food/Transportation/Other Special Needs at an estimated cost of $10,000.

- November 21, 2007, Amendment Number Two was executed by the CEO to further realign the Beyond Shelter budget within the Maximum Annual Contract Sum, primarily due to increased hotel voucher and master leased apartment costs.

- December 11, 2007, Amendment Number Three extending the contract for one additional year, from December 18, 2007 through December 17, 2008, at a Maximum Annual Contract Sum of $1.5 million and decrease the number of participants from 500 homeless families to 300 homeless families was adopted by the Board of Supervisors.

- March 4, 2008, Amendment Number Four was executed by the CEO to correct technical and non-material errors found in Amendment Number Three.

- March 4, 2008, Amendment Number Five was executed by the CEO to increase the Maximum Annual Contract Sum in the second year by $700,000, from $1.5 million to $2.2 million. This increase was within the delegated authority of the CEO and was needed to fund longer stays of homeless families in hotels and master leased apartments transitioning to permanent housing, higher move-in costs, and increased emergency food expenditures.

- May 20, 2008, Amendment Number Six was adopted by the Board of Supervisors to increase contractor's budget by an additional $1.3 million to an aggregate of $3.5 million Maximum Annual Contract Sum to fund unanticipated additional expenses caused by challenges in relocating families into permanent housing.

- On November 6, 2008, Amendment Number Seven was submitted to the CEO. Within the delegated authority of the CEO, the amendment will increase the Maximum Annual Contract Sum by $200,000, from $3.5 million to $3.7 million. Of the $200,000, an estimated $100,000 was needed to fund the required case management, telephone follow-up services, and other related administrative services to facilitate self-sufficiency after each family had moved into permanent housing. The remaining $100,000 was to add a line item for a reserve fund to be utilized for reimbursement of the actual expenditures that exceed cash advances received by the contractor in the second year of the contract. This reserve fund is to pay for unanticipated expenditures such as rental damages and repairs or unrecoverable non-refunded last month's rent due to foreclosures. It will only be utilized as needed after the final reconciliation by the contractor. Any disbursement from the reserve fund is subject to review and approval by the County Program Manager and the CEO or designee.

This Board letter and Amendment Number Eight were reviewed by County Counsel and the CEO and have been approved to form.

CONTRACTING PROCESS

The SRFDP Maximum Annual Contract Sum for the first year is capped at $5,712,000, the second year at $3.7 million, and $237,000 in the third concluding year. Therefore, the total maximum contract sum for the three-year contract is $9,649,000, financed by 100 percent NCC through HHPF.

This Board letter does comply with the Board's policy requiring timely submission of contracts to your Board for approval. No additional contracting process was required for this amendment.

IMPACT ON CURRENT SERVICES

Approval of the recommended actions will continue the County's efforts to better serve homeless families by moving them out of the Skid Row area and into safe and suitable permanent housing. SRFDP provides a healthy alternative and opportunity for homeless families to break their cycle of homelessness and achieve self-sufficiency.

CONCLUSION

Upon approval and execution of this Amendment Number Eight, it is requested that the Executive Officer/Clerk of the Board send an executed copy of the adopted Board Letter and Amendment to: Department of Children and Family Services, Attention: Walter Chan, Contracts Manager; County Counsel, Attention: Diane Cachenaut, Paralegal ; and Beyond Shelter, Attention: Tanya Tull, President/CEO, 1200 Wilshire Blvd., Suite 600, Los Angeles, CA 90017.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:MS
KH:GS:hn

Attachments (2)

c: County Counsel
Director of Children and Family Services
Director of Health Services
Director of Mental Health
Director of Public Health
Director of Public Social Services

ATTACHMENT A

76406 SUPPLEMENT 2

AMENDMENT NUMBER EIGHT

TO

SKID ROW FAMILIES DEMONSTRATION PROJECT

CONTRACT NUMBER 06 - 038

WITH

BEYOND SHELTER

AMENDMENT NUMBER EIGHT
TO THE SKID ROW FAMILIES DEMONSTRATION
PROJECT CONTRACT NUMBER 06-038

This Amendment Number Eight (hereafter, "Amendment") to the Skid Row Families Demonstration Project Services Contract, Contract Number 06 – 038 (hereafter, "Contract ") is made and entered into at Los Angeles, California this 9th day of December, 2008, by and between the County of Los Angeles (hereafter, "COUNTY") and Beyond Shelter (hereafter, "CONTRACTOR").

W I T N E S S E T H

WHEREAS, on September 12, 2006, the Board of Supervisors delegated authority to the Chief Administrative Officer (CAO), re-titled Chief Executive Officer (CEO) to execute the Contract; and

WHEREAS, the Contract was executed on December 18, 2006 for one year term, and was extended on December 11, 2007 for one additional year from December 18, 2007 through December 17, 2008; and

WHEREAS, it is necessary to extend the Contract term for an additional one year, from December 18, 2008 through December 17, 2009; and

WHEREAS, this Amendment is prepared as set forth in the Contract, Part II, STANDARD TERMS AND CONDITIONS, Section 7.0, CHANGES AND AMENDMENTS; and

NOW THEREFORE, COUNTY and CONTRACTOR mutually agree to the following changes:

1. PART I, UNIQUE TERMS AND CONDITIONS, Section 3.0, TERM AND TERMINATION, Sub-section 3.1 and 3.2 are amended to read as follows:

   3.1 The term of this Contract shall commence on December 18, 2006, or the date of execution, whichever is later, and shall continue through December 17, 2009, unless terminated earlier or extended, in whole or in part, as provided in this Contract.

   3.2 The County shall have the option to extend the Contract term for up to one additional one-year period through December 17, 2010, exercised at the sole discretion of the County's Chief Executive Officer, by written notice to the CONTRACTOR prior to the expiration date.

2. PART I, UNIQUE TERMS AND CONDITIONS, Section 4.0, CONTRACT SUM, Sub-section 4.5 is amended to read as follows:

76406
SUPPLEMENT 2

4.5 The Maximum Annual Contract Sum for the first year of the Contract, inclusive of the Start-up Funds, interest earned on the interest-bearing accounts, and Advanced Funds is Five Million, Seven Hundred Twelve Thousand Dollars ($5,712,000). The Maximum Annual Contract Sum for the second year of the Contract is Three Million, Seven Hundred Thousand Dollars ($3,700,000). The Maximum Annual Contract Sum for the third year of the Contract is Two Hundred Thirty Seven Thousand Dollars ($237,000). The total amount payable under this contract is Nine Million, Six Hundred forty Nine Thousand Dollars ($9,649,000), hereinafter referred to as "Maximum Contract Sum".

3. PART 1, UNIQUE TERMS AND CONDITIONS, Section 4.0, CONTRACT SUM, Sub-section 4.6.5 is added to read as follows:

4.6.5 CONTRACTOR has prepared and submitted to COUNTY, Exhibit E, Projected Administrative 12-Month Advance Budget, for the third year of the Contract. CONTRACTOR represents and warrants that this budget is true and correct in all respects, and services shall be delivered hereunder in accordance with this budget. In the event the Maximum Annual Contract Sum is increased pursuant to Part II, STANDARD TERMS AND CONDITIONS, Changes and Amendments, hereof, CONTRACTOR shall prepare and submit an amended budget.

4. PART 1, UNIQUE TERMS AND CONDITIONS, Section 7.0, ADVANCED FUNDS, Sub-sections 7.1.1 and 7.1.2, are amended to read as follows:

7.1.1 CONTRACTOR may submit a written request for Cash Advance upon execution of Amendment Number Eight and thereafter, from the 18th to the 25th day of each month during the third year of the Contract. Each request for monthly Cash Advances shall be in accordance with Exhibit E, Projected Administrative 12-Month Advance Budget. All requests for Cash Advances for the third year of the Contract shall be submitted by the CONTRACTOR to the COUNTY Program Manager for review and approval. If approved, the COUNTY Program Manager shall submit requests for Cash Advance to DCFS Fiscal Operations Division, Contract Accounting Section, for processing at the address indicated below.

County of Los Angeles
Department of Children and Family Services
Attention: Fiscal Operations Division, Contract Accounting Section
425 Shatto Place, Room 204
Los Angeles, CA 90020

In no event will the total of all Cash Advances received by the CONTRACTOR for the third year of the Contract exceed Two Hundred Thirty Seven Thousand Dollars ($237,000).

7.1.2 CONTRACTOR shall submit to the COUNTY Program Manager, a quarterly reconciliation report of actual cash expenditures and accounts payable incurred against the cash advances received for the reconciliation period being reported (Exhibit F). The Quarterly Reconciliation Period and Quarterly Reconciliation Report due dates are as follows:

Quarterly Reconciliation Report Periods and Contractor Submission Deadlines

Reconciliation Period	1st Quarter Dec.18, 2008 to March 17, 2009	2nd Quarter March 18, 2009 to June 17, 2009	3rd Quarter June 18, 2009 to Sept. 17, 2009	4th Quarter Sept. 18, 2009 to Dec. 17, 2009
Reconciliation Report Submission Deadline	April 17, 2009	July 17, 2009	Oct. 17, 2009	Jan. 17, 2010

5. Other than for purposes of reconciling Cash Advances with actual expenditures under PART 1, UNIQUE TERMS AND CONDITIONS, Section 7.0, ADVANCED FUNDS, Sub-sections 7.3, 7.4, 7.5, 7.7, 7.8 and 7.9 do not apply to the second and third year of this Contract.

6. Other than for purposes of reconciling invoices with actual expenditures under PART 1, UNIQUE TERMS AND CONDITIONS, Section 8.0, INVOICES AND PAYMENTS, Sub-sections 8.1, 8.3, 8.4, 8.5, 8.6, 8.8 and 8.10 do not apply to the second and third year of this Contract.

7. Exhibit E, Projected Administrative 12-Month Advance Budget, is attached hereto and made part of Exhibit B-2, Line Item Budget.

8. Exhibit A, **STATEMENT OF WORK,** Section 2.0, Overview; the first paragraph is deleted in its entirety and replaced to read as follows:

In partnership with the County of Los Angeles Departments of Children and Family Services (DCFS), Public Social Services (DPSS), Mental Health (DMH), Health Services (DHS), Public Health (DPH), and the Chief Executive Office (CEO), Beyond Shelter will implement a three-year demonstration project in which up to 250 homeless families will be relocated from the Skid Row area of downtown Los Angeles and stabilized in permanent rental housing within six months after moving into permanent housing.

9. Exhibit A, **STATEMENT OF WORK,** Sub-sections 8.1 and 8.2, are amended to read as follows:

8.1 For the three-year term of the Contract, Beyond Shelter will relocate up to 250 homeless families from Los Angeles' Skid Row area to areas outside the Skid Row area into short-term housing within 24 hours (unless they choose to remain at the Union Rescue Mission or other temporary housing program until relocation to permanent housing). Every family to be relocated to permanent housing is to be immediately moved from the Skid

Row area, receive appropriate temporary housing and/or shelter placement, and receive appropriate emergency and crisis intervention services.

8.2 For the three-year term of the Contract, Beyond Shelter will enroll up to 250 families in the Housing First Program for Homeless Families and shall assist families in moving into and stabilizing in permanent housing. Each family enrolled in the Housing First Program is to receive subsequent movement into, and stabilization in, permanent, rental housing in residential areas located throughout Los Angeles County, through Beyond Shelter's Housing First Program.

10. Exhibit A, **STATEMENT OF WORK**, Section 9.0, Sub-section 9.6, the last sentence in the paragraph is amended to read as follows:

9.6 All participants in the Crisis Intervention program will be referred to Beyond Shelter's Housing First Program within two weeks of initial contact, for screening, assessment and enrollment into the Housing First Program. Eligible families will be enrolled into Beyond Shelter's Housing First program within 30 days, upon admission into the Crisis Intervention Program, for assistance in moving into and stabilizing in permanent housing. It is anticipated that out of 300 referred families, up to 250 families will be enrolled in Beyond Shelter's Housing First Program.

11. Exhibit A, **STATEMENT OF WORK,** Section 9.0, Sub-section, 9.11 is amended to read as follows:

9.11 Families enrolled in the Housing First Program that are placed in permanent housing will receive six-month case management and up to six months of follow-up phone contact after the six-month case management program has been completed for monitoring and crisis intervention by the Housing First Case Manager. Upon the completion of the 3-year contract ending December 17, 2009, any services, provided including case management and follow-up telephone contacts, shall be at the sole responsibility of Contractor. Contractor shall ensure the case management and follow-up phone contacts are at no cost to the County. Follow-up will focus on timely payment of rent, participation in employment programs, money management issues, additional assistance from Beyond Shelter through referrals for services/resources, and the provision of crisis intervention services

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN IN FULL FORCE AND EFFECT.

AMENDMENT NUMBER EIGHT
TO THE SKID ROW FAMILIES DEMONSTRATION
PROJECT CONTRACT NUMBER 06-038

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Eight to be subscribed by its Chair and the seal of such Board to be hereto affixed and attested by the Executive Office thereof, and the CONTRACTOR has caused this Amendment Number Eight to be subscribed on its behalf by its duly authorized officer(s) as of the day, month and year first above written. The person(s) signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR in this Contract.

COUNTY OF LOS ANGELES

By _____
~~Chair, Board of Supervisors~~
GLORIA MOLINA
CHAIR, PRO TEM, BOARD OF SUPERVISORS

ATTEST:
SACHI A. HAMAI
Executive Officer-Clerk of the
Los Angeles County
Board of Supervisors

By _____
Deputy

I hereby certify that pursuant to
Section 25103 of the Government Code,
delivery of this document has been made.

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By _____
Deputy

BEYOND SHELTER
CONTRACTOR

BY _____

Name: Tanya Tull

Title: President & CEO

By _____

Name: Joanne Yokota

Title: Chief Financial Officer

95-4197075
Tax Identification Number

APPROVED AS TO FORM:

BY THE OFFICE OF COUNTY COUNSEL
RAYMOND G. FORTNER, JR., County Counsel

BY _____ 10/27/08
Kathy Bramwell, Principal Deputy County Counsel

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#06 DEC 09 2008

SACHI A. HAMAI
EXECUTIVE OFFICER

76406 SUPPLEMENT 2

EXHIBIT E

SKID ROW FAMILIES DEMONSTRATION PROJECT (YEAR - 3)
PROJECTED ADMINISTRATTIVE 12-MONTH ADVANCE BUDGET (December 18, 2008 to Dececember 17, 2009)
AS OF 9/26/2008

AGENCY NAME: **Beyond Shelter**
AGENCY ADDRESS: **1200 Wilshire Blvd.**
Suite 600
Los Angeles, CA 90017

COST CATEGORY	1 DEC 18 '08 TO JAN 17 '09 MONTH 1 PROJECTION	2 JAN 18 '09 TO FEB 17 '09 MONTH 2 PROJECTION	3 FEB 18 '09 TO MAR 17 '09 MONTH 3 PROJECTION	4 MAR 18 '09 TO APR 17 '09 MONTH 4 PROJECTION	5 APR 18 '09 TO MAY 17 '09 MONTH 5 PROJECTION	6 MAY 18 '09 TO JUN 17 '09 MONTH 6 PROJECTION	7 JUN 18 '09 TO JUL 17 '09 MONTH 7 PROJECTION	8 JUL 18 '09 TO AUG 17 '09 MONTH 8 PROJECTION	9 AUG 18 '09 TO SEP 17 '09 MONTH 9 PROJECTION	10 SEP 18 '09 TO OCT 17 '09 MONTH 10 PROJECTION	11 OCT 18 '09 TO NOV 17 '09 MONTH 11 PROJECTION	12 NOV 18 '09 TO DEC 17 '09 MONTH 12 PROJECTION	THIRD YEAR TOTAL PROJECTION
Administrative:													
Personnel													
Staff Salaries	$ 20,796.67	$ 20,796.67	$ 20,796.67	$ 17,916.67	$ 17,916.67	$ 17,916.67	$ 8,958.33	$ 8,958.33	$ 8,958.33	$ 8,958.33	$ 8,958.33	$ 8,966.89	$ 169,898.56
Taxes & Benefits	$ 4,429.69	$ 4,429.69	$ 4,429.69	$ 3,816.25	$ 3,816.25	$ 3,816.25	$ 1,908.13	$ 1,908.13	$ 1,908.13	$ 1,908.13	$ 1,908.13	$ 1,909.95	$ 36,188.39
Total Personnel	$ 25,226.36	$ 25,226.36	$ 25,226.36	$ 21,732.92	$ 21,732.92	$ 21,732.92	$ 10,866.46	$ 10,866.46	$ 10,866.46	$ 10,866.46	$ 10,866.46	$ 10,876.84	$ 206,086.95
Non- Personnel													
Lease - Program Space	$ -	$ -	$ -	$ -	$ -	$ -							$ -
Total Non-Personnel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other Administrative Exps.	$ 3,783.95	$ 3,783.95	$ 3,783.95	$ 3,259.94	$ 3,259.94	$ 3,259.94	$ 1,629.97	$ 1,629.97	$ 1,629.97	$ 1,629.97	$ 1,629.97	$ 1,631.53	$ 30,913.04
Total Administrative Cost	**$ 29,010.31**	**$ 29,010.31**	**$ 29,010.31**	**$ 24,992.85**	**$ 24,992.85**	**$ 24,992.85**	**$ 12,496.43**	**$ 12,496.43**	**$ 12,496.43**	**$ 12,496.43**	**$ 12,496.43**	**$ 12,508.37**	**$ 237,000.00**

Note/Assumptions:
1.0 FTE Supervisor from January 2009 to June 2009.
0.5 FTE Supervisor from July 2009 to December 2009.
3.0 Case Managers from January 2009 to June 2009.
1.5 Case Managers from July 2009 to December 2009.
Evaluation Team for first three months.
Other Administrative Expense = 15% of Total Personnel Cost.

Exhibit F

Quarterly Reconciliation Report
(Monthly Cash Advances, Actual Cash Expenditures and Accounts Payable Accrued - Third Year of Contract)

- ☐ 1st Quarter (12/18/08-3/17/09)
- ☐ 2nd Quarter (3/18/09-6/17/09)
- ☐ 3rd Quarter (6/18/09-9/17/09)
- ☐ 4th Quarter (9/18/09-12/17/09)

DESCRIPTION	Month 1		Month 2		Month 3		Quarterly Total		(I)	(J)	(K)	(L)
	(A) Actual Cash Expenditures	(B) Cash Advances	(C) Actual Cash Expenditures	(D) Cash Advances	(E) Actual Cash Expenditures	(F) Cash Advances	(G) Actual Cash Expenditures (A+C+E=G)	(H) Cash Advances (B+D+F=H)	Unexpended Cash Advances from Previous Qtr.(1)	Total Cash Advances Received (H+I=J)	Unexpended Cash Advances (J-G=K)	Accts. Payable Accrued as of _____
Administrative Expenses:												
Personnel:												
Staff Salaries	XXXXXX		XXXXXX		XXXXXX		XXXXXX					XXXXXX
Taxes & Benefits	XXXXXX		XXXXXX		XXXXXX		XXXXXX					XXXXXX
Total Personnel	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Other Administrative Expenses (15%)	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Total Expenditures/Advances/Accrued A/P	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX

Note: Original receipts/supporting documentation for Actual Cash Expenditures and Accounts Payable Accrued reported herein must be attached.

I certify under penalty of perjury to the best of my ability, knowledge and belief that the information above is true and accurate.

Contractor Authorized Signature _____ Title _____ Date _____

(1) - Applies only to 2nd, 3rd and 4th quarter reconciliation reports.

ATTACHMENT B

PINK

BOARD OF SUPERVISORS OFFICIAL COPY

76R 352M 11/83

COUNTY OF LOS ANGELES				
REQUEST FOR APPROPRIATION ADJUSTMENT			Dept's. No.	350
	Department of	Children and Family Services		2009

Auditor-Controller.

The following appropriation adjustment is deemed necessary by this department. Will you please report as to accounting and available balances and forward to the Chief Administrative Officer for his recommendation or action.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2008-09

3 VOTES

SOURCES	USES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES A01-CH-6800-26200 Intrafund Transfer $167,000.00 Decrease Appropriation	DEPARTMENT OF CHILDREN AND FAMILY SERVICES A01-CH-26200-2000 Services and Supplies $167,000.00 Increase Appropriation

JUSTIFICATION

This appropriation adjustment is to reflect changes in appropriation for DCFS to implement supportive services for Skid Row Families for FY 2008-09 (Beyond Shelter Contract Amendment # 8).

PATRICIA S. PLOEHN, LCSW, Director

Chief Administrative Officer's Report

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#06 DEC 09 2008

SACHI A. HAMAI
EXECUTIVE OFFICER

Referred to the Chief Administrative Officer for ---		Action Recommendation	✓	Approved as Requested	As Revised
				11/05 20 08	Chief Administrative Officer
Auditor-controller	By Karen Fukuma			Approved (as revised):	20
				Board of Supervisors	By
No. 061		Nov 5	20 08		Deputy County Clerk

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

COUNTY OF LOS ANGELES

DEPARTMENTAL SERVICE ORDER

Type of Request

☑ Original ☐ Reduction

☐ Supplement ☐ Cancellation

(Please check one)

DATE: 10/17/2008

BFY: 2009

REQUESTOR: Chief Executive Office

SERVICER: Children and Family Services

VENDOR #:

DSO

Doc Code Doc Dept Doc ID

If Original, leave blank, else, input DSO #.

REQUESTOR ACCOUNTING INFORMATION

FUND	DEPT	UNIT	OBJECT	DEPT OBJ	FUNCTION	PROJECT	LINE AMOUNT
A01	AO CB	26830	3580			SRF - Beyond Shelter	$167,000.00

PHASE	TASK ORDER

DESCRIPTION	AMOUNT
FY 2008 - 2009 Skid Row Demonstration Project (Beyond Shelter Contract Amendment #8)	$167,000.00

CEO - DCEO

I certify that sufficient funds for this DSO have been encumbered.

C. McCoy Miller

REQUESTOR'S AUTHORIZED SIGNATURE

BY

AUDITOR-CONTROLLER

REQUESTOR CONTACT:		SERVICER CONTACT:	
Rosemary Gutierrez	(213) 974-0564	Rina Huezo	(213) 351-5646
Name	Phone #	Name	Phone #

PINK: AUDITOR-CONTROLLER'S COPY GREEN: REQUESTOR'S COPY WHITE: SERVICER'S COPY

Revised: June 2007