



County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES
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SHERYL L. SPILLER
 Director

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December 11, 2012

ADOPTED

BOARD OF SUPERVISORS
 COUNTY OF LOS ANGELES

20 December 11, 2012

Sachi A. Hamai
 SACHI A. HAMAI
 EXECUTIVE OFFICER

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:

**RECOMMENDATION TO EXTEND 105
 COMMUNITY SERVICES BLOCK GRANT CONTRACTS
 (ALL DISTRICTS – 3 VOTES)**

SUBJECT

The Department of Public Social Services (DPSS) seeks to extend 105 Community Services Block Grant (CSBG) contracts listed in Attachment I, for six months effective January 1, 2013 through June 30, 2013. The recommended action will enable DPSS to continue to utilize CSBG contractors while finalizing the Request for Statement of Qualifications (RFSQ) process and award new contracts for these services.

IT IS RECOMMENDED THAT THE BOARD:

Delegate authority to the Director of DPSS or designee to execute amendments to extend 105 current contracts with the 60 agencies listed in Attachment I, substantially similar to the amendment in Attachment II. The amendments will extend the contracts for six months effective January 1, 2013 through June 30, 2013. Attachment I also provides the estimated cost for the extension (January 1, 2013 through June 30, 2013) for each contract. The estimated cost for the six-month extensions is \$2,144,427.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended action is needed to provide sufficient time for DPSS to complete the RFSQ process that was released on September 20, 2012. The recommended action will allow DPSS to continue utilizing the current contractors to provide CSBG services to low-income individuals and families throughout the Los Angeles County Community Action Agency service area. The CSBG

Program is designed to provide a range of services to assist low-income individuals and families attain the skills, knowledge and motivation necessary to achieve self-sufficiency.

The extension is being requested due to a delay in the new CSBG solicitation process impacted by revisions to the Statement of Work and the uncertainty of CSBG final funding. The CSBG program budget is still in play for a possible eight percent cut by the federal government under the sequestration process which is scheduled to take effect in January 2013. The federal government is anticipated to finalize the calendar year 2013 CSBG allocation no later than March 2013, and thus the extension will also allow the Department to incorporate the most accurate fund allocation data in the new contracts.

Implementation of Strategic Plan Goals

The recommended action is consistent with the principles of the Countywide Strategic Plan, Goal #2: Enhance economic and social outcomes through integrated, cost-effective and client-centered supportive services.

FISCAL IMPACT/FINANCING

The recommended action will have no impact on net County cost. The estimated costs for the amendments, \$2,144,427, are fully funded by federal appropriations through the California Department of Community Services and Development. Funding for the six-month extension is included in the Department's Fiscal Year 2012-13 Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The purpose of the CSBG program is to assist low-income families and individuals to achieve economic self-sufficiency through a variety of programs such as: employment support services; seniors and disabled adult services; emergency services; legal services; domestic violence services; and children and family development services.

These contracts were effective July 1, 2008, whereby community-based organizations provide an array of services under the CSBG Program. On May 17, 2011, the contracts were extended for 18 months. The current contracts expire December 31, 2012. The California Department of Community Services and Development has been notified of the County's intention to extend the contracts for an additional six months.

The approval of these amendments will not result in unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations.

The contractors will not be asked to perform services which will exceed the contract rates, scope of work, and contract term.

The sample contract amendment has been approved as to form by County Counsel.

CONTRACTING PROCESS

In December 2006, a Request for Proposals was released to seek proposals to provide CSBG services throughout the County of Los Angeles. On July 1, 2008, the Department entered into the

new contracts with community-based organizations.

The monitoring of the CSBG contracts is performed on an annual basis. The contractors listed on Attachment I are in substantial compliance with all Board, Chief Executive Office, County Counsel and contract requirements, as reflected in the most recent monitoring reports. Such contractors continue to perform satisfactorily since the last monitoring period.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended action will enable DPSS to continue providing CSBG services through its network of community-based contractors to low-income residents in the portion of each Supervisorial District within the boundaries of the Los Angeles County Community Action Agency.

CONCLUSION

The Executive Officer, Board of Supervisors, is requested to return one adopted, stamped Board letter to the Director of DPSS.

Respectfully submitted,



SHERYL L. SPILLER

Director

SLS:loh

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Deputy Chief Executive Officer
Community Action Board

COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM
FIRST DISTRICT - FUNDING ALLOCATION
FY 2012-13

AGENCY		CONTRACT NUMBER	FY 2012-13 ALLOCATION (January-June 2013)
1	Bienvendidos Children's Center, Inc.	1PC-08-001	\$ 39,032
2	Boys & Girls Club of Pomona Valley	1YA-08-002	\$ 22,037
3	Catholic Charities of Los Angeles, Inc.	1YP-08-003	\$ 21,846
4	Church of Our Saviour/ Our Saviour Center	1HH-08-007	\$ 13,773
5	Church of Our Saviour/ Our Saviour Center	1HS-08-006	\$ 25,493
6	Church of Our Saviour/ Our Saviour Center	1YA-08-008	\$ 9,401
7	Church of Our Saviour/ Our Saviour Center	1YA-08-009	\$ 9,402
8	East Los Angeles Women's Center	1DV-08-011	\$ 16,912
9	Eastmont Community Center	1SS-08-012	\$ 50,410
10	Foothill Family Service	1YA-08-013	\$ 37,519
11	Harriett Buhai Center For Family Law	1DV-08-014	\$ 13,773
12	Harriett Buhai Center For Family Law	1LS-08-015	\$ 27,547
13	Harriett Buhai Center For Family Law	1LS-08-016	\$ 13,773
14	Inland Valley Council of Churches	1HH-08-017	\$ 16,528
15	Jovenes, Inc.	1HH-08-018	\$ 37,113
16	Legal Aid Foundation of Los Angeles	1LS-08-019	\$ 26,115
17	Los Angeles Conservation Corps	1YA-08-020	\$ 17,861
18	Mid Valley Recovery Services, Inc.	1PP-08-021	\$ 21,846
19	Neighborhood Legal Services of Los Angeles County	1LS-08-022	\$ 29,631
20	Neighborhood Legal Services of Los Angeles County	1LS-08-023	\$ 29,630
21	Plaza Community Center, Inc.	1YP-08-025	\$ 19,621
22	Santa Anita Family Service	1DV-08-026	\$ 33,224
23	Santa Anita Family Service	1SS-08-027	\$ 13,773
24	Soledad Enrichment Action, Inc.	1PC-08-028	\$ 49,879
25	Southeast Area Social Services Funding Authority	1SS-08-029	\$ 40,423
26	Southeast Churches Service Center	1HS-08-030	\$ 30,066
27	Special Service for Groups - Children's Dental	1DS-08-031	\$ 43,252
28	SPIRITT Family Services	1YA-08-032	\$ 44,074
29	SPIRITT Family Services	1YA-08-033	\$ 16,529
30	YWCA of San Gabriel - Intervale Senior	1SS-08-034	\$ 28,816
TOTAL			\$ 799,299

**COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM
SECOND DISTRICT - FUNDING ALLOCATION
FY 2012-13**

	AGENCY	CONTRACT NUMBER	FY 2012-13 ALLOCATION (January to June 2013)
1	1736 Family Crisis Center	2DV-08-035	\$ 7,888
2	1736 Family Crisis Center	2ES-08-036	\$ 25,325
3	1736 Family Crisis Center	2YS-08-037	\$ 23,501
4	Asian American Drug Abuse Program, Inc. (VIET)	2ES-08-039	\$ 12,662
5	Asian American Drug Abuse Program, Inc. (Youth)	2YS-08-040	\$ 11,751
6	Catholic Charities of Los Angeles, Inc.	2YS-08-041	\$ 35,252
7	Center for the Pacific Asian Family, Inc.	2DV-08-042	\$ 12,622
8	Center for the Pacific Asian Family, Inc.	2HF-08-043	\$ 21,680
9	Harriett Buhai Center For Family Law	2LS-08-047	\$ 15,889
10	Hermandad Los Angeles Economic and Community Development Corporation	2IS-08-048	\$ 13,550
11	Institute for Multicultural Counseling and Education Services	2CS-08-049	\$ 23,415
12	Jewish Family Service of Los Angeles	2HF-08-050	\$ 27,100
13	Jewish Vocational Service	2ES-08-051	\$ 12,662
14	Jewish Vocational Service	2YS-08-052	\$ 11,751
15	Legal Aid Foundation of Los Angeles	2LS-08-053	\$ 13,503
16	Mary Lind Foundation	2HF-08-054	\$ 13,550
17	National Office of Samoan Affairs	2CM-08-055	\$ 5,420
18	National Office of Samoan Affairs	2CS-08-056	\$ 5,420
19	National Office of Samoan Affairs	2DV-08-057	\$ 6,002
20	National Office of Samoan Affairs	2LS-08-058	\$ 5,420
21	Personal Involvement Center, Inc.	2TE-08-061	\$ 12,792
22	Project IMPACT	2YS-08-062	\$ 52,508
23	Richstone Family Center	2CS-08-063	\$ 10,614
24	Richstone Family Center	2YS-08-064	\$ 5,420
25	Soledad Enrichment Action, Inc.	2JS-08-065	\$ 20,839
26	Special Services for Groups - Technical	2TE-08-067	\$ 23,151
27	Special Services for Groups - Tongan	2CM-08-068	\$ 21,597
TOTAL			\$451,284

**COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM
THIRD DISTRICT - FUNDING ALLOCATION
FY 2012-13**

AGENCY		CONTRACT NUMBER	FY 2012-13 ALLOCATION (January to June 2013)
1	Activities for Retarded Children, Inc.	3TE-08-069	\$ 9,011
2	Catholic Charities of Los Angeles, Inc.	3TE-08-070	\$ 9,011
3	Center for the Pacific Asian Family, Inc.	3HF-08-071	\$ 9,011
4	Jewish Family Service of Los Angeles	3CS-08-073	\$ 9,011
5	Jewish Vocational Service	3ES-08-074	\$ 9,011
6	Mary Lind Foundation	3HF-08-075	\$ 9,011
7	Neighborhood Legal Services of Los Angeles County	3LS-08-076	\$ 9,011
8	Phoenix Houses of Los Angeles, Inc.	3ES-08-077	\$ 9,011
9	St. Joseph Center	3SS-08-078	\$ 9,011
TOTAL			\$ 81,099

**COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM
FOURTH DISTRICT - FUNDING ALLOCATION
FY 2012-13**

AGENCY		CONTRACT NUMBER	FY 2012-13 ALLOCATION (January to June 2013)
1	1736 Family Crisis Center	4DV-08-079	\$ 26,680
2	1736 Family Crisis Center	4YS-08-080	\$ 19,321
3	Center for the Pacific Asian Family, Inc.	4DV-08-081	\$ 10,272
4	Center for the Pacific Asian Family, Inc.	4HF-08-082	\$ 10,272
5	Harbor Interfaith Services	4HF-08-083	\$ 25,670
6	Harriet Buhai Center For Family Law	4DV-08-084	\$ 10,271
7	Harriet Buhai Center For Family Law	4LS-08-085	\$ 10,271
8	Little Tokyo Service Center	4SS-08-086	\$ 14,153
9	National Office of Samoan Affairs	4LS-08-088	\$ 10,271
10	Richstone Family Center	4YS-08-089	\$ 10,271
11	Southeast Area Social Services Funding Authority	4SS-08-090	\$ 30,203
12	Southern California Alcohol and Drug Programs, Inc.	4HF-08-092	\$ 48,544
13	Southern California Alcohol and Drug Programs, Inc.	4HF-08-091	\$ 10,271
14	Su Casa	4DV-08-095	\$ 32,538
15	Women's & Children's Crisis Shelter, Inc.	4DV-08-096	\$ 32,841
16	YWCA of San Gabriel - Intervale Senior	4SS-08-097	\$ 30,140
TOTAL			\$ 331,989

**COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM
FIFTH DISTRICT - FUNDING ALLOCATION
FY 2012-13**

AGENCY		CONTRACT NUMBER	FY 2012-13 ALLOCATION (January to June 2013)
1	Activities for Retarded Children, Inc.	5TE-08-098	\$ 6,070
2	Antelope Valley Boys & Girls Club	5YS-08-099	\$ 29,469
3	Armenian Relief Society	5SS-08-100	\$ 16,030
4	Asian Youth Center	5AS-08-101	\$ 8,995
5	Boys & Girls Club of Foothills	5AS-08-103	\$ 12,271
6	Catholic Charities of Los Angeles, Inc.	5CM-08-104	\$ 18,777
7	Catholic Charities of Los Angeles, Inc.	5JS-08-105	\$ 10,212
8	Catholic Charities of Los Angeles, Inc.	5TE-08-106	\$ 3,136
9	Crossroads, Inc.	5HF-08-108	\$ 21,424
10	Foothill Family Service	5CS-08-109	\$ 30,342
11	Foothill Family Service	5DV-08-110	\$ 29,129
12	Foothill Family Service	5SS-08-111	\$ 16,854
13	Friends Outside of LA County	5JS-08-112	\$ 25,471
14	Glendale YWCA	5DV-08-113	\$ 9,346
15	Neighborhood Legal Services of Los Angeles County	5LS-08-114	\$ 9,778
16	Santa Anita Family Service	5CM-08-115	\$ 16,173
17	Santa Anita Family Service	5SS-08-116	\$ 28,685
18	United Community Action Network	5YS-08-117	\$ 9,932
19	Valley Oasis (Antelope Valley Domestic Violence Council)	5CM-08-118	\$ 30,647
20	Valley Oasis (Antelope Valley Domestic Violence Council)	5CS-08-119	\$ 42,129
21	Valley Oasis (Antelope Valley Domestic Violence Council)	5DV-08-120	\$ 36,257
22	YWCA of San Gabriel - Intervale Senior	5SS-08-122	\$ 16,449
23	YWCA of San Gabriel Valley - WINGS Program	5DV-08-123	\$ 53,180
TOTAL			\$ 480,756

AMENDMENT NUMBER _____
TO THE COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM CONTRACT
BY AND BETWEEN COUNTY OF LOS ANGELES AND

(Agency Name)

Reference is made to the document entitled “*Los Angeles County Community Services Block Grant (CSBG) Program Agreement By and Between County of Los Angeles and _____*”, dated July 1, 2008, and further identified as Contract #_____, Amendment Number One, dated October 1, 2008, Amendment Number Two, dated November 6, 2008, Amendment Number Three, dated April 1, 2009, Amendment Number Four dated July 1, 2009, Amendment Number Five dated October 1, 2009, and Amendment Number Six dated July 1, 2010, and Amendment Number Seven dated November 1, 2010, and Amendment Number Eight dated July 1, 2011 (hereinafter referred to as “Contract”).

Effective the day after approval by the Board of Supervisors, the contract is amended as follows:

I. SECTION 4.0 Term of Contract, sub-paragraph 4.1, shall be amended to include:

The term of this contract is extended for 6 months commencing January 1, 2013 and ending June 30, 2013.

II. SECTION 5.0, Contract Payments, sub-paragraph 5.2, shall be amended to include:

The total maximum amount for the 6-month term beginning on January 1, 2013 through June 30, 2013 will be \$_____ as outlined in the attached Budget.

The maximum contract amount for Fiscal Year 2012-13 shall be \$_____ (12 months).

County may amend the contract amount if the funding is altered or stopped. The County’s obligation is dependent upon the initial and continuing receipt of CSBG Funds.

III. Section 8.0, Terms and Conditions, sub-paragraph 8.65, is added to read as follows:

CONTRACT ALERT REPORTING DATABASE

The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

All other terms and conditions of the contract remain in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number ___ to be subscribed on its behalf on this ___ day of December, 2012 by the Director of the Department of Public Social Services and the CONTRACTOR has subscribed the same through its authorized officer. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR and that he or she holds the stated position noted below.

COUNTY OF LOS ANGELES

By: _____
Sheryl L. Spiller, Director
Department of Public Social Services

Date: _____

Contractor _____
Address _____

By: _____
Signature

Print Name and Title

Date: _____

By: _____
Signature

Print Name and Title

Date: _____

CONTRACTOR Tax Identification Number: _____

**APPROVED AS TO FORM:
JOHN KRATTLI, COUNTY COUNSEL**

By: _____
Principal Deputy County Counsel

Date: _____

BUDGET LINE ITEM

PROJECT NAME: _____

CONTRACTOR: _____

CONTRACT PERIOD: _____

FISCAL YEAR: _____

CONTRACT NUMBER: _____

CONTACT PERSON: _____

TELEPHONE NUMBER: _____

1	SALARIES AND BENEFITS		<u>Monthly Cost</u>	<u>Yearly Cost</u>
2				
3				
4		Salaries	\$ -	\$ -
5		Fringe Benefits	\$ -	\$ -
6				
7		SUBTOTAL	\$ -	\$ -
8				
9	OPERATING COSTS		<u>Monthly Cost</u>	<u>Yearly Cost</u>
10				
11		Supplies	\$ -	\$ -
12		Mileage	\$ -	\$ -
13		Training	\$ -	\$ -
14		Transportation	\$ -	\$ -
15		Rent	\$ -	\$ -
16		Utilities	\$ -	\$ -
17		Telephones	\$ -	\$ -
18		Other (must be itemized)		\$ -
19				
20				
21		SUBTOTAL	#VALUE!	\$ -
22				
23			<u>Percentage</u>	<u>Yearly Cost</u>
24	INDIRECT COSTS (List all appropriate or a flat rate of 10% of line 4)			\$ -
25				
26		SUBTOTAL		\$ -
27				
28				
29		TOTAL BUDGET		\$ -
30				
31		Projected number of participants		
32				
33		Cost per participant		\$ -
34				
35				

Footnote:

Contractors are required to complete a budget **analysis/narrative** for each separate line item in their budget. All figures and compilations must be clearly explained.

BUDGET NARRATIVE

PROJECT NAME: _____

CONTRACTOR: _____

CONTRACT NUMBER: _____

CONTRACT PERIOD: _____

CONTACT PERSON: _____

FISCAL YEAR: _____

TELEPHONE NUMBER: _____

Line #	Narrative/Justification.

BUDGET PROJECTIONS

PROJECT NAME: _____

CONTRACTOR: _____

CONTRACT NUMBER: _____

CONTRACT PERIOD: _____

CONTACT PERSON: _____

FISCAL YEAR: _____

TELEPHONE NUMBER: _____

LIST TYPES OF SERVICE:	PROJECTED # OF PARTICIPANT	COST PER PARTICIPANT	BUDGET 2011-13
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_____	\$ -	\$ -
_____	\$ -	\$ -

_____	\$ -	\$ -
_____	\$ -	\$ -
_____	\$ -	\$ -

TOTAL	0	\$ -	\$ -
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**COMMUNITY SERVICES BLOCK GRANT PROGRAM
 CONTRACTOR PROJECTED OUTCOMES
 AMENDMENT NUMBER NINE
 FY 2012-13**

AGENCY NAME: _____

CONTRACT NUMBER: _____

CONTACT PERSON: _____

TELEPHONE NUMBER: _____

SERVICE CATEGORY: _____

DISTRICT: _____

	JAN 13	FEB 13	MARCH 13	APRIL 13	MAY 13	JUNE 13	6-MONTH TOTAL TOTAL
Projected # of Clients to be Served							
Projected # to Achieve Outcome							