AGENDA

FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION
WEDNESDAY, APRIL 25, 2018 (12:00 PM)

HACoLA HEADQUARTERS
700 WEST MAIN STREET
ALHAMBRA, CA 91801
(626) 586-1500

1. Call to Order

2. Roll Call
   Takao Suzuki, Chair
   Ruthie Myers, Co-Chair
   Barbara Gower
   Gesele McBroom-Marsh
   Henry Porter Jr.
   James Brooks
   Marnell Banks
   Mary Canoy
   Naomi Rainey
   Pamella Williams
   Vanessa Luna
   Zella Knight

3. Reading and Approval of the Minutes of the Previous Meeting
   Regular Meeting of February 28, 2018
   Meeting of March 28, 2018 – Canceled

4. Report of the Executive Director

5. Presentations
   CDC/HACoLA Budget
   Consolidated Plan
6. **Public Comments**

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

**Regular Agenda**

7. **Recommend Approval of the Housing Authority of the County of Los Angeles Fiscal Year 2-1-2019 Budget (All Districts)**

Recommnd that the Board of Commissioners adopt and instruct the Chairman to sign a Resolution (Attachment A) approving the Housing Authority of the County of Los Angeles (Housing Authority) Fiscal Year 2018-2019 Budget (Budget), which includes revenues and expenditures of $357,453,100: recommend that the Board of Commissioners instruct the Chair to sign the related Transmittal Resolution (Attachment B) certifying submission of the Budget by the Board to the U.S. Department of Housing and Urban Development (HUD); recommend that the Board of Commissioners instruct the Executive Director to implement the Budget and take all related actions, including execution of all required documents, for the purposes described herein, following approval as to form by County Counsel; recommend that the Board of Commissioners find that the approval of the Budget is not subject to the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.

8. **Award a Construction Contract to Best Contracting Services, Inc. for the Marina Manor I and II Senior Public Housing Development Roof Rehabilitation Project (District 3)**

Recommnd that the Board of Commissioners find that the approval of the Contract and the proposed Project to repair and recoat existing roofs, and associated work at the Marina Manor I and II senior public housing development is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the Project; recommend that the Board of Commissioners approve the proposed Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Community Development Commission (CDC) for construction of the Project; recommend that the Board of Commissioners award a Contract to Best Contracting Services, Inc. the apparent lowest responsive and responsible bidder, in the amount of $230,312 using funds included in the Housing Authority's approved Fiscal Year 2017-2018 budget, to repair and recoat existing roofs, and associated work at the Marina Manor I and II senior public housing development in unincorporated Marina del Rey, and authorize the Executive Director, or her designee, to execute the Contract following receipt of the acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor; recommend that the Board of Commissioners authorize the Executive Director or her designee, upon her determination and as necessary and appropriate, to amend
the Contract, or to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract for convenience; recommend that the Board of Commissioners authorize the Executive Director or her designee to approve Contract change orders not to exceed $46,062, which represents 20% of the $230,312 contract amount, for unforeseen project costs, using the same source of funds; recommend that the Board of Commissioners determine that the proposed Project is exempt from the application of the County's Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.

9. **Award a Construction Contract to DHI Construction, Inc. for Unit Flooring Replacement Phase II at the Santa Monica Rental Housing Construction Program Housing Developments (District 3)**

Recommend that the Board of Commissioners find that the approval of the Contract and the proposed Project for floor replacement, and associated work at the Santa Monica RHCP housing developments is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the Project; recommend that the Board of Commissioners approve the proposed Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Community Development Commission (CDC) for construction of the Project; recommend that the Board of Commissioners authorize the Executive Director, or her designee, to award and execute a Contract and all related documents with DHI Construction, Inc., the apparent lowest responsive and responsible bidder, for floor replacement, and associated work at the Santa Monica RHCP housing developments in the City of Santa Monica, following receipt of the acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor, and using $295,472 in RHCP Replacement Reserves and operating funds; recommend that the Board of Commissioners authorize the Executive Director or her designee, upon her determination and as necessary and appropriate, to amend the contract, or to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract for convenience; recommend that the Board of Commissioners authorize the Executive Director or her designee to approve Contract change orders not to exceed $59,094, which represents 20% of the contract amount, for unforeseen project costs, using the same source of funds; recommend that the Board of Commissioners authorize the Executive Director to incorporate up to $354,566 in RHCP Replacement Reserves and operating funds into the Housing Authority's approved Fiscal Year 2017-2018 budget, as needed, for the purposes described above.

10. **Award A Construction Contract To Gibraltar Construction Co., Inc. For Phase II of a Kitchen Rehabilitation Project at the Carmelitos Family Public Housing Development (District 4)**

Recommend that the Board of Commissioners find that the approval of the Contract and the proposed Project to complete kitchen rehabilitation in 130
dwelling units, including cabinet and countertop installation, flooring replacement, painting, and associated work at the Carmelitos family public housing development is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the Project; recommend that the Board of Commissioners approve the proposed Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Community Development Commission (CDC) for construction of the Project; recommend that the Board of Commissioners award a Contract to Gibraltar Construction Co., Inc. the apparent lowest responsive and responsible bidder, in the amount of $1,872,000 using funds to be incorporated into the Housing Authority’s approved Fiscal Year 2017-2018 budget, for kitchen rehabilitation and associated work at the Carmelitos family public housing development in the City of Long Beach, and authorize the Executive Director, or her designee, to execute the Contract following receipt of the acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor; recommend that the Board of Commissioners authorize the Executive Director or her designee, upon her determination and as necessary and appropriate, to amend the Contract, or to terminate the contractor’s right to proceed with the performance of the Contract or to terminate the Contract for convenience; recommend that the Board of Commissioners authorize the Executive Director or her designee to approve Contract change orders not to exceed $374,400, which represents 20% of the $1,872,000 contract amount, for unforeseen project costs, using the same source of funds; recommend that the Board of Commissioners authorize the Executive Director to incorporate up to $2,246,400 into the Housing Authority’s approved Fiscal Year 2017-2018 budget, as needed, for the purposes described above; recommend that the Board of Commissioners determine that the proposed Project is exempt from the application of the County’s Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.

11. **Adopt Resolution Declaring Intent to Issue Multifamily Housing Mortgage Revenue Bonds for Multifamily in Unincorporated East Los Angeles (District 1)**

Recommend that the Board of Commissioners find that this adoption of a resolution declaring intent to issue Multifamily Housing Mortgage Revenue Bonds is not subject to the California Environmental Quality Act (CEQA) because the proposed activity is not defined as a project under CEQA; recommend that the Board of Commissioners adopt and instruct the Chair to sign a Resolution, as required under Treasury Regulations, declaring an intent by East LA Community Corporation (Developer), or an affiliate or assigned thereof, to undertake bond financing in an amount not exceeding $15,000,000 to finance the acquisition, construction and development of Whittier Place Apartments, Phase II, a 34-unit multifamily rental housing development to be located at 4101-4117 Whittier Boulevard in unincorporated East Los Angeles (Project); recommend that the Board of Commissioners authorize the Executive Director or her designee to submit an application to the California Debt Limit Allocation Committee (CDLAC)
for a private activity bond allocation on an aggregate amount not exceeding $15,000,000 for the purposes described herein.

12. **Acceptance of Community Development Block Grant Funds for Projects Identified in the Fiscal Year 2018-2019 Action Plan for the Allocation of Federal Funds and Continued Administration of Prior Year Funds in Ongoing Activities (All Districts)**

Recommend that the Board of Commissioners find that the use of $2,565,924 in FY 2018-2019 CDBG funds and $220,000 in prior year CDBG funds is not subject to the provisions of the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA; recommend that the Board of Commissioners authorize the Executive Director, or her designee, to accept $2,565,924 in FY 2018-2019 CDBG funds from the Commission; and to continue to administer $220,000 in prior year CDBG funds, through the Housing Authority's annual budget approval process, subject to final notification of approval by the U.S. Department of Housing and Urban Development (HUD).

13. **Housing Commissioners May Provide Comments or Suggestions for Future Agenda Items**

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 700 W. Main St., Alhambra, CA 91801. Access to the agenda and supporting documents are also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least (3) business days prior to the Board meeting. Later requests will be accommodated to the best extent possible. Please contact the Executive Office of the Housing Authority by phone at (626) 586-1504, or by e-mail at donna.delvalle@lacdc.org from 8:00 a.m. to 5:00 p.m., Monday through Friday.
THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, February 28, 2018.

The meeting was convened at Community Development Commission Headquarters located at 700 W. Main Street, Alhambra, CA 91801.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Housing Commissioner Chair, Suzuki, at 12:04 p.m.

ROLL CALL

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Takao Suzuki, Chair</td>
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<tr>
<td>Ruthie Myers, Co-Chair</td>
<td>X</td>
</tr>
<tr>
<td>Barbara Gower</td>
<td>X</td>
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<tr>
<td>Gesele McBroom-Marsh</td>
<td>X</td>
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<tr>
<td>Henry Porter Jr.</td>
<td>X</td>
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<tr>
<td>James Brooks</td>
<td>X</td>
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<tr>
<td>Margaret Mott</td>
<td>X</td>
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<tr>
<td>Mary Canoy</td>
<td>X</td>
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<tr>
<td>Naomi Rainey</td>
<td>X</td>
</tr>
<tr>
<td>Zella Knight</td>
<td>X</td>
</tr>
</tbody>
</table>

PARTIAL LIST OF STAFF PRESENT:

Monique King-Viehland, Executive Director
Emilio Salas, Deputy Executive Director
Don Swift, Assistant Director, Housing Management Division

GUESTS PRESENT:

None.
Reading and Approval of the Minutes of the Previous Meeting

On Motion by Commissioner Porter, seconded by Commissioner Knight, the Minutes of the Regular Meeting of January 24, 2018, were approved, with Commissioners Gower and Suzuki abstaining.

Agenda Item No. 4 – Report of the Executive Director

Deputy Executive Director, Emilio Salas provided a legislative update noting that the current Continuing Resolution expires on March 23, 2018. It is now the 5th Continuing Resolution.

He stated that HUD plans to submit a rental reform legislative proposal to Congress in March 2018. We expect that this future proposal will include work requirements for persons that are between 18-62 years of age; increases to the minimum rent; and the elimination of certain income deductions such as childcare and medical expenses.

In addition the President’s proposed budget includes substantial reductions to key housing programs and in some cases the complete elimination of programs such as the Capital Fund. There is also an emphasis on providing HUD the authority to make regulatory, and in some cases statutory, changes without Congressional approval.

Emilio Salas stated that CDC/HACoLA submitted a funding request to the Chief Executive Officer that would help bridge the deficit that exists within the Housing Authority programs. The request is specific to supporting our Resident Services programs and would be in addition to the ongoing funding that is being received to help offset gaps in the Community Policing Program. We are currently reviewing and scrutinizing each staff vacancy prior to filling in anticipation of reduced administrative fees. We will also be reducing travel substantially to include foregoing this year’s legislative conference. However CDC/HACoLA plans to visit Washington, D.C. in May 2018 for advocacy visits only. We will also be restructuring operations in the future to accommodate new staffing realities. More change to come.

Emilio Salas stated that we are hopeful that an actual budget will get passed, recent events threaten to shift the focus of legislators away from an appropriations bill to other pressing issues such as DACA and Gun Control.

At the previous meeting some Commissioners made requests for presentations on various topics. We are collecting information and will schedule presentations at future Housing Commission meetings.

The Calendar for CDC Deputies meeting was distributed for the purpose of scheduling a joint CDC Deputy and Housing Commission meeting. The CDC Deputies expressed an interest in scheduling this joint meeting as a way of staying connected with the Housing Commission and to hear directly from the Housing Commissioners. It is recommended that the topic be revisited at the next meeting to determine an appropriate date for the future meeting.
Ms. Margaret Mott’s term as a Board appointee has concluded and the Third District has opted to recommend the appointment of a new Commissioner. This is still pending Board approval. We thank Ms. Mott for her dedicated service to the Commission. A new Tenant Commissioner is also pending Board approval and should be in attendance at the next Housing Commission meeting.

Agenda Item No. 5 - Presentations

Family Self Sufficiency (FSS) – Letecia Dobbins

Resident Services – Marisela Ocampo

Agenda Item No. 6 - Public Comments

Fang Huang, Kings Road resident, stated that the fire alarm was not working when the smoke detector was activated in one of the units.

Regular Agenda

On motion by Commissioner Knight, seconded by Commissioner Marsh, the following was unanimously approved:

APPROVE THE AGENCY PLAN FOR THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

AGENDA ITEM NO. 7

1. Recommend that the Board of Commissioners find that the activities in the Agency Plan, as described herein, are not subject to the provisions of the California Environmental Quality Act (CEQA), because they will not have the potential for causing a significant effect on the environment.

2. Recommend that the Board of Commissioners approve the Agency Plan, as required by the U.S. Department of Housing and Urban Development (HUD), to update the Housing Authority’s program goals, major policies and financial resources, including the Capital Fund Program (CFP) Annual Statement, the Admissions and Continued Occupancy Policy for the Public Housing Program (ACOP), the Public Housing Lease Agreement, and the Housing Choice Voucher Program (HCV) Administrative Plan.

3. Recommend that the Board of Commissioners adopt and instruct the Chair to sign a Resolution approving the Agency Plan for submission to HUD, and authorize the Executive Director or her designee to take all actions required for implementation of the Agency Plan.

4. Recommend that the Board of Commissioners authorize the Executive Director or her designee to execute all documents required to receive HUD allocated CFP funds which are estimated to be approximately $4,800,000.

5. Recommend that the Board of Commissioners authorize the Executive Director or her designee to incorporate into the Agency Plan all public comments received and approved for inclusion by the Board; and authorize the Executive Director or her designee to submit the Agency Plan to HUD by April 17, 2018.
Agenda Item No. 8 – Housing Commissioner Comments and Recommendations for Future Agenda Items

Commissioner Gower congratulated new Commissioner, Marnell Banks and new Executive Director, Monique King-Viehland. She stated that May 2018 her Housing Commission term will expire and she will not seek to re-confirm.

Commissioner Banks thanked everyone for her welcome and is looking forward to learning. She stated that she was happy to be on the Commission.

Commissioner Marsh congratulated new Commissioner, Marnell Banks and congratulated the FSS program and their recipient. She thanked the guest speaker, Marisela Ocampo for providing information on Resident Services. She stated that it was great to be back.

Commissioner Knight welcomed new Commissioner, Marnell Banks and Executive Director, Monique King-Viehland. She stated that it is an honor and she is privileged to serve on the Housing Commission. She thanked staff for the FSS and Resident Services presentation.

Commissioner Brooks stated that Ben Carson’s comment on having to do more with less is creative and inventive. He is in favor of the Spring Board approach and looks forward to the journey. He congratulated Executive Director Monique King-Viehland and new Commissioner, Marnell Banks on their new appointments.

Commissioner Porter congratulated new Commissioner, Marnell Banks and Executive Director, Monique King-Viehland. He expressed his gratitude for the quarterly highlights and photos shared. He stated that he would retain the handouts from the presenters and feels they will be a useful learning tool. He encouraged his fellow Commissioners to do the same. He thanked staff for the updates.

Commissioner Myers thanked Commissioner Porter for helping. She stated that Deputy Executive Director, Emilio Salas did a good job keeping the Commissioners up to date with information. She congratulated Executive Director, Monique King-Viehland and stated that she was glad to have Commissioner Banks as part of the Housing Commission.

On Motion by Commissioner Porter, the Regular Meeting of February 28, 2018 was adjourned at 1:12 p.m.

Respectfully submitted,

MONIQUE KING-VIEHLAND
Executive Director
Secretary-Treasurer
March 28, 2018

TO: Housing Commissioners

FROM: Margarita Lares, Director
Assisted Housing Division

RE: FSS PROGRAM UPDATE – FEBRUARY 2018

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

### ACTIVITIES

<table>
<thead>
<tr>
<th>NUMBER CURRENTLY ENROLLED</th>
<th>560</th>
<th>As of March 1, 2018, there were 475 Housing Choice Voucher (HCV) and 85 Public Housing (PH) FSS enrollments.</th>
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<td>NEW ENROLLMENTS</td>
<td>10</td>
<td>(9) FSS participants enrolled for Housing Choice Voucher (HCV) and (1) for Public Housing (PH).</td>
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<td>CONTRACTS EXPIRED</td>
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<td>(2) FSS contracts expired for Housing Choice Voucher (HCV) and (1) for Public Housing (PH).</td>
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<td>DIRECT ASSISTANCE REFERRALS</td>
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<td>Job Referrals</td>
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| OUTREACH & COMMUNITY EVENT | 1 | Southern California FSS Providers Meeting |
|                           | 1 | Lunch with Champions Community Meeting   |
|                           | 1 | SASSFA Partnership Meeting               |
|                           | 1 | Hub Cities Partnership Meeting           |
|                           | 1 | Carmelitos Vision Team Meeting           |
|                           | 1 | Department of Education Veterans Services Meeting |

| GRADUATIONS | 2 | (2) Graduates for Housing Choice Voucher (HCV) and (0) for Public Housing (PH). |

If you have any questions, please feel free to contact me at (626) 586-1670.

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

### ACTIVITIES

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<td>546</td>
<td>As of April 1, 2018, there were 466 Housing Choice Voucher (HCV) and 80 Public Housing (PH) FSS enrollments.</td>
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<td>5</td>
<td>(4) FSS participants enrolled for Housing Choice Voucher (HCV) and (1) for Public Housing (PH).</td>
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<td>(3) FSS contracts expired for Housing Choice Voucher (HCV) and (4) for Public Housing (PH).</td>
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<td>Computer Literacy</td>
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<td>150</td>
<td>Health Services</td>
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<td>BYD Job Fair/Hiring Event</td>
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<td>1</td>
<td>WDACS Presentation at South Scatter Site</td>
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<td>1</td>
<td>Co-hosted Financial Empowerment Workshop with ELACC</td>
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<td>1</td>
<td>Veterans Employment Meeting</td>
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<th>GRADUATIONS</th>
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<tbody>
<tr>
<td>1</td>
<td>(1) Graduates for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).</td>
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</table>

If you have any questions, please feel free to contact me at (626) 586-1670.

Attachment
Listed below are brief descriptions of each category in the monthly FSS Report.

1. **Number Currently Enrolled** – Current number enrolled in the FSS program as of the date the FSS Report is presented.

2. **New Enrollments** - The number of Participants enrolled in the FSS program with an effective date in the month the FSS Report is presented.

3. **Contract Expired** – The number of participant contracts that expired at the end of the month prior to the FSS Report presented.

4. **Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant's goals needed to be accomplished prior to successfully completing the program.

5. **Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.

6. **Graduations** – FSS participants that graduated last month.

7. **Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.
April 25, 2018

Honorable Housing Commissioners
Housing Authority of the County of Los Angeles
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

RECOMMEND APPROVAL OF THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES FISCAL YEAR 2018-2019 BUDGET (ALL DISTRICTS)

SUBJECT

This letter recommends approval of the Fiscal Year 2018-2019 Budget of the Housing Authority of the County of Los Angeles.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners adopt and instruct the Chair to sign a Resolution (Attachment A) approving the Housing Authority of the County of Los Angeles (Housing Authority) Fiscal Year 2018-2019 Budget (Budget), which includes revenues and expenditures of $357,453,100.

2. Recommend that the Board of Commissioners instruct the Chair to sign the related Transmittal Resolution (Attachment B) certifying submission of the Budget by the Board to the U.S. Department of Housing and Urban Development (HUD).

3. Recommend that the Board of Commissioners instruct the Executive Director to implement the Budget and take all related actions, including execution of all required documents, for the purposes described herein, following approval as to form by County Counsel.

4. Recommend that the Board of Commissioners find that the approval of the Budget is not subject to the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.
PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to approve the Fiscal Year 2018-2019 Budget of the Housing Authority. HUD requires that the Board of Commissioners approve the Fiscal Year 2018-2019 Budget prior to the release of funds for continued operation of the Assisted Housing Division and the Housing Management Division, inclusive of the Capital Fund Program.

FISCAL IMPACT/FINANCING

The proposed Housing Authority Fiscal Year 2018-2019 Budget is $357.4 million, an increase of $9.9 million from Fiscal Year 2017-2018. This increase is primarily attributed to the increase in the Shelter Plus Care (SPC)/Continuum of Care (COC) program, Measure H – Strategy B4 (Homeless Incentive Program or HIP), Community Development Block Grant (CDBG) Funding, and carryover Capital Fund (CF) projects. These increases are being offset by the reduction in revenues related to the Housing Choice Voucher (HCV) Program, Affordable Housing funds, and coupled with the postponement of the Nueva Maravilla Rehabilitation projects.

The budget includes an overall increase in funding for Assisted Housing and the Capital Fund, and a general decrease for Housing Management. All of the Housing programs are feeling the effects of rising operational costs outside of the Housing Authority’s control: medical insurance premiums, pension costs, other post-employment benefits, etc. The SPC/COC funding increased due to seven new contracts added to the program. Additional Measure H: Strategy B4 – HIP funding is being provided to implement housing counseling, location and retention services. In addition, more CDBG and carryover Capital Fund rehabilitation projects have been added to the upcoming budget compared to last fiscal year.

These increases are met with a decrease in HCV Housing Assistance Payment (HAP) and Administrative Fees (AF) based on original expectations of lower HUD proration levels. The 2018 Omnibus Bill passage provides a 10% increase to Transportation, Housing and Urban Development (T-HUD); however, we remain cautious and prudent with our budgeting as the final HUD proration levels for Public Housing (PH) Operating Subsidy, HCV HAP Funding, HCV AF Funding will not be released until the end of May 2018. As a result, our budget includes prorated funding levels at 85% for PH Operating Subsidy; 98% for HCV HAP funding, and 75% for HCV Administrative funds. These percentages reflect the same, if not lower, proration levels compared to the ones utilized in the Fiscal Year (FY) 2017-2018 budget: 85%, 100% and 84%, respectively. We are not currently budgeting for Nueva Maravilla Rehabilitation projects as we are amending the construction projects which require HUD approval. The reduction of Affordable Housing funds is due to the completion of the remaining projects in the pipeline.

The Housing Authority has produced a balanced budget utilizing the anticipated federal funding and current reserves on hand to maintain staffing levels reasonable enough to support the optimal lease-up levels and day-to-day operations of the Public Housing
Program. A total of $2.1 million HCV Net Restricted Assets from prior years’ HAP proceeds are included, along with $5.4 million in HCV Unrestricted Net Assets and Reserves, which are derived from Administrative savings from prior years. With the use of the remaining Section 8 reserves, we will no longer have available savings to help balance our HCV budget in the future. The budget also includes $4.1 million in Central Office Cost Center (COC) reserves, Capital Fund Operation Funds and Kings Road/Lancaster Homes unrestricted funds to support the Assisted Housing and Public Housing Programs. Housing Management’s Asset Management Projects (AMPs) have close to the four (4) months of HUD’s minimum Operating Reserve Ratio. To maintain this ratio, the Housing Authority requested $2.5 million in County General Funds for FY 2018-2019 to provide Resident Services at our public housing sites. By fully utilizing our remaining fund reserves, the Housing Authority only decreased a net of 18.16 full time equivalent positions (FTE), which are all vacant.

The Housing Authority’s Fiscal Year 2018-2019 Budget includes $15.6 million in County General Funds to support the University of California Cooperative Extension Program (Cooperative Extension), South County Family sites, the Community Policing Program (CPP), Resident Services, and homeless initiatives including Measure H and Homeless Prevention.

The following table compares funding levels for Fiscal Years 2017-2018 and 2018-2019.

<table>
<thead>
<tr>
<th>Housing Authority</th>
<th>2017-2018 Budget</th>
<th>2018-2019 Budget</th>
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</thead>
<tbody>
<tr>
<td><strong>Divisions</strong></td>
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<td></td>
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<tr>
<td>Assisted Housing – Housing Choice Voucher (Section 8) and Other Rental Assistance</td>
<td>$ 298,793,400</td>
<td>$ 310,147,100</td>
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<tr>
<td>Housing Management – Public Housing</td>
<td>$ 40,749,200</td>
<td>$ 39,378,700</td>
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<tr>
<td>Housing Management – Capital Fund</td>
<td>$ 6,564,200</td>
<td>$ 6,904,000</td>
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<tr>
<td><strong>Other Programs</strong></td>
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<tr>
<td>Affordable Housing</td>
<td>$ 932,200</td>
<td>$ 483,200</td>
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<tr>
<td>Cooperative Extension</td>
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<td>$ 540,100</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$ 347,544,000</strong></td>
<td><strong>$ 357,453,100</strong></td>
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<tr>
<td>Contract Staff</td>
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<td>5.90</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>343.73</strong></td>
<td><strong>325.57</strong></td>
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</table>
Assisted Housing Division

During Fiscal Year 2018-2019, the Assisted Housing Division will administer a monthly allocation of over 25,000 vouchers with a total budget of $310.1 million. This is an increase of $11.3 million over Fiscal Year 2017-2018, primarily due to the Housing Authority’s $7.0 million in new Homeless Prevention Initiative Program funds, inclusion of $3.6 million in SPC/COC funds for seven new contracts, $2.6 million in operating costs, and use of prior year’s reserves and anticipated federal funding to support the $1.7 million decrease in the HCV program due to higher per-unit-cost per voucher.

Fiscal Year 2018-2019 VASH funding increased from $18.2 million to $22.2 million, a 22.1% increase due to the addition of 40 new VASH vouchers and the expectation to lease-up 99% of the entire 1,794 VASH allocation.

For FY 2018-2019, the Division budgeted ten Family Self Sufficiency (FSS) Coordinators with grant funds of $893,000, which remains relatively flat compared to last year. These funds enable the division to continue providing FSS assistance to the 466 participants as of April 1, 2018. However, HUD funding is insufficient to cover the administrative gap, which eventually has to be covered by the HCV program.

On June 13, 2017, the Board approved funding allocations for each of the eligible Measure H - Homeless Initiative strategies, which included $6.2 million to be allocated to the Housing Authority for Strategy B4. With these funds, Assisted Housing will facilitate the use of the Federal Housing subsidies by extending incentives to other Public Housing Agencies (PHA) in the County. The total budget for FY 2018-2019 is $9.0 million and includes the following PHAs: Pomona, Burbank, Pasadena, Redondo Beach, Glendale, Long Beach, and the City of Los Angeles.

Housing Management Division

The Housing Management Division manages and maintains 2,962 public housing units and 267 affordable housing units and provides resident services such as computer centers, after-school homework assistance, counseling services, crime prevention and intervention, recreation, and assisted living senior programs. The Division also provides a Community Policing Program throughout all of its sites for prevention, intervention and enforcement.

During Fiscal Year 2018-2019, the Housing Management Division will administer a total of $39.3 million, which includes Operating Subsidy funds received from HUD, public housing rental revenue from tenants, and other sources. The Budget reflects a reduction of $1.3 million from the Fiscal Year 2017-2018 budget primarily due to a large decrease of $3.1 million awaiting HUD approval to amend construction projects at Nueva Maravilla offset partially by an increase of $1.1 million received in CDBG funding, and a $630,000 increase to the operating costs.
CDBG funds included in Fiscal Year 2018-2019 for Housing Management total $2.7 million, which is an increase of $1.1 million from FY 2017-2018, and are comprised of $200,000 carried over from Fiscal Year 2017-2018, and a new allocation of $2.5 million. Seven new CDBG funded projects will be completed, including the re-piping at Nueva Maravilla, Southbay Gardens flooring, Lancaster Homes plumbing, and East County generators at senior sites and kitchen rehabilitation projects.

The costs associated with operating the Resident Services Programs (RSP) at public housing sites are increasing, but the funding associated with these programs has not. In fact, a significant portion of the portfolio of services offered as part of our Resident Services Program has not been funded by HUD in quite some time and we remain one of the few – if not the last – PHA in this region to offer such a comprehensive portfolio of resident services on site. On February 7, 2018, the Housing Authority submitted a $2.5 million request to the Chief Executive Office (CEO) to fund the countywide Resident Services Programs, and allow the Housing Authority to identify alternative resources to sustain RSP indefinitely. HACoLA will be exploring partnerships with other County agencies such as the Department of Mental Health (DMH), the Department of Workforce Development Aging and Community Services (WDACS), and the Los Angeles Homeless Services Authority (LAHSA) to offer these critical Resident Services. These funds were budgeted in our Fiscal Year 2018-2019 budget as it is extremely important to ensure that we meet the County's commitment to improving the quality of life for the residents we serve.

The Housing Management Division also manages the Capital Fund Program, which is budgeted at $6.9 million, an increase of $339,000, including a $4.6 million carryover of Federal Fiscal Year (FFY) 2016 and 2017 grant funds. Capital Funds are received annually through a formula allocation from HUD. The FFY 2018 grant funds consist of 11 new construction projects throughout Los Angeles County to rehabilitate housing units and perform site improvements.

**Other Programs**

Other Housing Authority programs include the Cooperative Extension program, which is administered by the University of California and provides educational programs for Los Angeles County residents on topics including good nutrition, youth development, urban gardening, natural resources issues, and agriculture. Programs are offered free or at a low cost to all County residents, and include the Master Gardener Program, the Expanded Food and Nutrition Education Program, the Farm Advisor, and the Master Food Preservation Program. Special events, including nutrition education and gardening workshops, are offered at public housing sites as well as many other locations around the County. Its budget is comprised of $540,000 in County General Funds.

Also included in the Housing Authority Budget is the Affordable Housing Program as required under California Government Code Section 65584.3. The Housing Authority had previously received allocations of Tax Increment Funds to develop housing for low-income individuals, families, and special needs populations.
Honorable Housing Commissioners  
April 25, 2018  
Page 6

Despite the dissolution of redevelopment agencies in 2012, the affordable housing development efforts are continuing with additional funding from the County included in the Community Development Commission’s annual budget to support affordable and special needs housing. The $483,000 Affordable Housing budget for Fiscal Year 2018-2019 reflects a 48% decrease from the current budget of $932,000; this decrease is primarily due to the elimination of Tax Increment Funds as well as the completion of older projects approved through this program.

**Housing Authority Staffing**

Housing Authority staff will decrease by a net of 18.16 positions, primarily due to the decreased funding in HCV programs. However, it is important to note that the net decrease reflects solely vacant positions.

A detail of staff information by program is provided in Attachment C.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

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

The Resolution approving the Fiscal Year 2018-2019 Budget and related HUD Transmittal Resolution are provided as Attachments A and B, respectively. Published Budget Pages, detailing goals and objectives, and related expenditures for the upcoming year are provided as Attachment D.

**ENVIRONMENTAL DOCUMENTATION**

Approval of the Housing Authority’s Fiscal Year 2018-2019 Budget is exempt from the provisions of the National Environmental Policy Act pursuant to Title 24, Code of Federal Regulations, Part 58, Section 58.34 (a)(3), because it involves administrative activities that will not have a physical impact on, or result in any physical changes to, the environment. The activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378(b) because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

**IMPACT ON CURRENT SERVICES**

Approval of the Fiscal Year 2018-2019 Budget of the Housing Authority will enable housing programs to continue for low- and very low-income families and seniors.
Honorable Housing Commissioners
April 25, 2018
Page 7

Respectfully submitted,

[Signature]

MONIQUE KING-VIEHLAND
Executive Director

Attachments
RESOLUTION APPROVING THE FISCAL YEAR 2018-2019
BUDGET OF THE HOUSING AUTHORITY OF THE
COUNTY OF LOS ANGELES

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Los Angeles has received the Budget for Fiscal Year 2018-2019 and has found:

1. That the proposed expenditures are necessary for the efficient and economical operation of housing programs for the purpose of serving low- and very-low income families.

2. That the budget is reasonable in that:
   
   (a) It indicates a source of funding adequate to cover all proposed expenditures.
   
   (b) It does not provide for use of federal funding in excess of that payable under the provisions of 24 Code of Federal Regulations Part 990.

3. That all proposed rental charges and expenditures will be consistent with provisions of law and the Annual Contributions Contracts with the U.S. Department of Housing and Urban Development.

4. That no employee serving in a variety of positions is reflected in the operating budget as serving an aggregate amount of time exceeding 100 percent.

5. That the U.S. Department of Housing and Urban Development requires that the use of Section 8 Operating Reserve funds for other housing purposes, in the amount of $50,000 or greater, must be approved by the Board of Commissioners.

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

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

1. The above recitals are true and correct.

2. The Housing Authority of the County of Los Angeles adopts the following budgeted revenues and appropriations for Fiscal Year 2018-2019, as set forth in the Annual Budget for the Housing Authority of the County of Los Angeles:
Estimated Funding: $357,453.100
Expenditure and Reserve Appropriations: $357,453.100

3. That the use of Section 8 Operating Reserve funds for other housing purposes, in the amount of $50,000 or greater, must be approved by the Board of Commissioners.

4. This Resolution shall take effect immediately.

APPROVED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Los Angeles on this ___ day of ____________, 2018.

ATTEST:

CELIA ZAVALA
Acting Executive Officer-Clerk of the Board of Commissioners

By: __________________________
   Deputy

SHEILA KUEHL
Chair, Board of Commissioners

By: __________________________

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By: __________________________
   Deputy
ATTACHMENT D
PHA Board Resolution
Approving Operating Budget

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

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

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

PHA Fiscal Year Beginning: July 1, 2018  Board Resolution Number:  

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

- [ ] Operating Budget approved by Board resolution on:  
  06/05/2018

- [ ] Operating Budget submitted to HUD, if applicable, on:

- [ ] Operating Budget revision approved by Board resolution on:

- [ ] Operating Budget revision submitted to HUD, if applicable, on:

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

1. All statutory and regulatory requirements have been met;

2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;

3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;

4. The budget indicates a source of funds adequate to cover all proposed expenditures;

5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and

6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(f).

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

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

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<th>Signature:</th>
<th>Date:</th>
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<td>Sheila Kuehl</td>
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Previous editions are obsolete

form HUD-52574 (04/2013)
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<td>315.08 28.65</td>
<td>319.67 5.90</td>
<td>4.59 (22.75)</td>
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MESSAGE FROM THE DEPUTY EXECUTIVE DIRECTOR OF HOUSING PROGRAMS: Emilio Salas

The Community Development Commission/Housing Authority of the County of Los Angeles (CDC/HACoLA) operates the largest Urban County Community Development Program in the Country and is one of the largest public housing authorities in the nation. The CDC/HACoLA continues to be a recognized leader as an effective administrator of federal programs and is also gaining recognition as a forward thinking organization that seeks to develop and implement new ideas and approaches to address complex issues.

This past year, the CDC/HACoLA was immersed in one of the County’s main goals centered around ending homelessness and increasing the supply of affordable housing for County residents. This effort included taking a lead role to implement numerous Homeless Initiatives in partnership with other County Departments, the non-profit community, philanthropic groups, and even our local business community. In the coming year, we are excited to see many of these initiatives evolve from the planning stage to full implementation. Other initiatives such as our Homeless Incentive Program will evolve from full implementation to rapid expansion beyond our organization. Additionally, the agency will continue to oversee the revitalization of community facilities such as parks, libraries, and community and senior centers. None of this would be possible without our talented staff with years of experience in key programmatic areas such as housing, property management, asset management, and economic and community development. It is the effort of this team that has resulted in bringing the Agency and our Board of Supervisors’ vision to reality, for the benefit of the residents of Los Angeles County.

Additionally, this past year we also witnessed positive results of our advocacy efforts to direct more resources to the County of Los Angeles as evidenced by the CDC/HACoLA being awarded the largest allocation in the nation, of new housing vouchers for homeless veterans. We remain committed to advocating for funding at the State and Federal levels to affect change within our County.
As one of the nation's foremost agencies in Housing, Economic and Community Development, I am extremely proud of our accomplishments, but I am also humbled by the huge tasks that still lies ahead and the trust that the public has placed in us to tackle them all. It is my privilege to ensure that the CDC/HACoLA continues to meet its mission of Building Better Lives and Better Neighborhoods.
AN OVERVIEW FROM THE DIRECTOR: Margarita Lares

As the director of the Assisted Housing (AH) Division, it is my goal to fulfill our mission to build better lives and better neighborhoods in the communities that we serve. Over the course of 40 years, the Assisted Housing Division is proud to have been able to provide more and more low-income families with affordable housing.

The Housing Authority of the County of Los Angeles (HACoLA) is the second largest Housing Authority in the Southern California area. With a supporting cast of 200 employees, my division administers over 25,000 vouchers and certificates through the Section 8 program and other in the form of housing assistance payments (HAPs) to approximately 10,000 private property owners.

We receive a large portion of federal funds to provide housing subsidy to eligible low-income individuals, families, senior citizens, and persons with disabilities living in the unincorporated area of Los Angeles and 62 participating cities. Our largest funding source comes from the U.S. Department of Housing and Urban Development (HUD), and we are hopeful that funding for Fiscal Year (FY 2018-2019) will remain unchanged.

On Wednesday February 8, 2017 the HACoLA’s Assisted Housing Division management joined over 500 County officials and community stakeholders at an event celebrating the one year anniversary of the County’s Homeless Initiative. One year ago, our Board of Supervisors, recognizing the severity of the homeless crisis, passed a comprehensive set of 47 strategies called the Homeless Initiative. This initiative represents an unprecedented collaborative approach, bringing together several county agencies, community organizations, and concerned citizens, for the sole purpose of ending homelessness.

During the event, attendees heard remarks from each on the five Los Angeles County Supervisors, several local city Mayors, and officials from various County agencies and Community Organizations who are heavily involved with the 47 strategies. All of the speakers acknowledged the strides that have been made in the first year while recognizing that there is still much work to be done to effectively end homelessness. In addition to the main program, attendees participated in several breakout sessions where the topics discussed included, housing placement and stabilization, outreach and engagement, community mobilization, housing development, and expanding providers’ capacity to maximize new opportunities.

HACoLA and the Community Development Commission are proud partners in the Homeless Initiative, where we are the lead or collaborative agency in 27 of the 53 strategies. The Assisted Housing Division plays a role in 18 of the 27. Our extensive participation in the homeless initiative covers many areas,
including, increased collaboration of multiple agencies to find common housing solutions, the creation of new affordable housing and maximizing the effectiveness of our existing rental assistance programs.

While HACoLA has made great strides with each of the initiatives where we are the lead agency, the most impactful results have been achieved through the Veteran Incentive Program VIP using a $1.1 million dollar award for an 18 month program, and Homeless Incentive Program (HIP), using a $2 million dollar award for a 24 month program. Both VIP and HIP uses these funds to help homeless families in two major ways. First, landlords receive one month’s free rent to hold their unit and consider accepting a family with a voucher. The owner may even receive funds when the family moves out, to prepare the unit for the next rental. Secondly, VIP and HIP provides the family with a listing of available units, preparation for the rental process, transportation to visit units, and financial assistance to cover the security deposit, utilities, and other move in costs. In the past year, HACoLA has secured over 640 units exclusively for homeless families and housed over 500 families awarding approximately $1.8 million dollars in landlord incentive payments and financial assistance to families in the process. These are real life tangible examples of the results that can be achieved through collaboration, and the commitment to end homelessness in Los Angeles County.
DIVISION BUDGET $310,147,100

Sources of Funds

- Housing Assistance HAP - 86.80% $269,179,684
- Housing Assistance Admin Fee - 7.58% $23,520,844
- State/County Revenue - 2.93% $9,097,140
- Section 8 Reserves - 2.69% $8,341,914
- Other Reserves - 0.00% $7,515

Uses of Funds

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<th>2017-18 ESTIMATE</th>
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TOTAL BUDGET 2017-18: $298,793,400  2017-18 ESTIMATE: $314,856,900  2018-19 BUDGET: $310,147,100

TOTAL EMPLOYEES:
- 2017-18: 209.00
- 2017-18 ESTIMATE: 186.83
- 2018-19 BUDGET: 192.33

Number of Regular Employees:
- 2017-18: 208.00
- 2017-18 ESTIMATE: 186.00
- 2018-19 BUDGET: 190.33

Number of Contract Employees:
- 2017-18: 1.00
- 2017-18 ESTIMATE: 0.83
- 2018-19 BUDGET: 2.00
DEPARTMENT OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS

HOUSING CHOICE VOUCHER (SECTION 8) PROGRAM

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

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<th>FY 17-18 Budget</th>
<th>FY 17-18 Estimate</th>
<th>FY 18-19 Budget</th>
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<tr>
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<tr>
<td><strong>Number of Employees:</strong></td>
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FY 17-18 Major Accomplishments:

1. Received a High Performer rating under SEMAP for FY 16-17 and are on pace to receive the SEMAP High Performer rating again for FY 17-18.

2. Utilized 95% of allocated vouchers. Expended 97% of annual Housing Assistance Payments (HAP) funding.

3. Earned 20 points for indicator 3, Determination of Adjusted Income, on SEMAP.

4. Completed 99.6% of annual Housing Quality Standards inspections within 12 months of their due date, earning maximum points under SEMAP for this indicator.

5. Completed 99.4% of annual re-examinations prior to the fiscal year-end, earning maximum points under SEMAP for this indicator.

FY 18-19 Major Goals:

1. Maintain a High Performer rating under SEMAP. SEMAP scores are based on 14 indicators, plus a bonus indicator, that HUD primarily uses to assess the management of the Housing Choice Voucher Program.

2. Maximize voucher/budget utilization by maintaining a 98% or higher voucher or budget utilization rate.

3. Earn minimum points or higher for indicator 3, Determination of Adjusted Income, on SEMAP by reducing the error rate in calculations.

4. Complete 98% or higher of annual Housing Quality Standards inspections within 12 months of their due date.

5. Continue to improve and streamline customer service and communication through improved web features and portals specifically designed to facilitate access to information for owners and tenants.

6. Complete 98% or higher of annual re-examinations prior to the fiscal year-end.
**SHELTER PLUS CARE (S+C)/CONTINUUM OF CARE (CoC) PROGRAM**

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

<table>
<thead>
<tr>
<th>FY 17-18 Budget</th>
<th>FY 17-18 Estimate</th>
<th>FY 18-19 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Budget:</td>
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<td>$14,150,200</td>
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<tr>
<td>Number of Employees:</td>
<td>6.18</td>
<td>5.35</td>
</tr>
</tbody>
</table>

**FY 17-18 Major Accomplishments:**

1. Administered 35 grants.
2. Awarded 2 new grants.
3. These grants assisted 1,344 homeless families with special needs.
4. Reached 85% lease-up rate for existing grants.
5. Completed 100% of annual reexaminations.
6. Draw-downs were completed timely on a monthly basis.

**FY 18-19 Major Goals:**

1. Administer 35 Shelter Plus Care/Continuum of Care grants to support 1,344 families.
2. Maintain a 90% lease-up rate or greater for active grants, or a 90% budget utilization rate, whichever is greater.
3. Completed 98% of annual reexaminations.
4. Ensure that all draw-downs are completed timely.

**VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM**

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

<table>
<thead>
<tr>
<th>FY 17-18 Budget</th>
<th>FY 17-18 Estimate</th>
<th>FY 18-19 Budget</th>
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</thead>
<tbody>
<tr>
<td>Total Budget:</td>
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<tr>
<td>Number of Employees:</td>
<td>9.00</td>
<td>8.00</td>
</tr>
</tbody>
</table>
FY 17-18 Major Accomplishments:  
1. Leased up 91% of VASH vouchers.  
2. Issued 4,358 VASH Vouchers overall; 489 were issued this fiscal year.

FY 18-19 Major Goals:  
1. Reach and maintain 90% or better lease-up.  
2. Maintain communication with the VA and continue to provide technical assistance to VA staff.

MODERATE REHABILITATION PROGRAM

Mission: Provide moderate levels of rehabilitation to upgrade and preserve the housing stock. Owners entered into a 15-year Housing Assistance Contract with their local housing authority; and in exchange, the housing authority would help repay the owner’s loan by subsidizing the rents of low-income participants at a higher-than-fair market rate.

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<tr>
<th></th>
<th>FY 17-18 Budget</th>
<th>FY 17-18 Estimate</th>
<th>FY 18-19 Budget</th>
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<td>$852,800</td>
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<td>Number of Employees:</td>
<td>1.14</td>
<td>1.00</td>
<td>0.95</td>
</tr>
</tbody>
</table>

FY 17-18 Major Accomplishments:  
1. Maintained a 98% occupancy rate.  
2. Completed 100% of annual re-examinations.

FY 18-19 Major Goals:  
1. Maintain a 90% or better occupancy rate.  
2. Complete 98% of annual re-examinations on time.  
3. Continue to provide increased customer service to Moderate Rehabilitation owners and participants through owner meetings and tenant briefings.
**FAMILY SELF SUFFICIENCY (FSS) PROGRAM**

**Mission:** Provide a five-year voluntary program designed for low-income families in the Housing Choice Voucher program to achieve self-sufficiency by providing case management and referrals to supportive social services. Some of these services include career counseling, money management, job searching training, and education.

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<thead>
<tr>
<th></th>
<th>FY 17-18 Budget</th>
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**FY 17-18 Major Accomplishments:**

1. Increased FSS enrollment to 88%.
2. 46% of FSS participants have escrow balances.
3. Maintained strong relationships with partnering supportive service agencies and increased partnerships with new agencies through regular participation in the Southern California FSS Collaborative.
4. Received Grant funding for 10 FSS Coordinators.

**FY 18-19 Major Goals:**

1. Maintain Family Self Sufficiency (FSS) enrollment at 80% or more.
2. Ensure that at least 30% of FSS participant have escrow balances by the end of the fiscal year.
3. Receive at least 10 points on SEMAP in the Family Self Sufficiency category.
4. Increase links and partnerships with supportive service agencies to assist FSS participants in completion of their goals related to self-sufficiency.

**HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM**

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

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<thead>
<tr>
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<th>FY 17-18 Budget</th>
<th>FY 17-18 Estimate</th>
<th>FY 18-19 Budget</th>
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<td><strong>Number of Employees:</strong></td>
<td>0.42</td>
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</tr>
</tbody>
</table>
FY 17-18 Major Accomplishments:

1. Leased 16 out of the 34 new HOPWA applicants this HOPWA Program Year.

2. Conversion of all HOPWA participants began at least 3 months prior to their contract expiration.

FY 18-19 Major Goals:

1. Provide assistance to 34 clients.

2. Issue 100% of HOPWA certificates based on current HOPWA Program Year allocation.

3. Begin the conversion process for 90% of HOPWA participants 3 months prior to their HOPWA contract expiration date.

HOMELESS INITIATIVE PROGRAM

Mission: Provide local funds to help homeless families and individuals with a federal housing voucher to secure subsidized housing, by encouraging landlord acceptance of homeless households with rental subsidies administered by the Housing Authority of the County of Los Angeles.

<table>
<thead>
<tr>
<th>FY 17-18 Budget</th>
<th>FY 16-17 Estimate</th>
<th>FY 17-18 Budget</th>
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</thead>
<tbody>
<tr>
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<td>Number of Employees:</td>
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</table>

FY 17-18 Major Accomplishments:

1. Attended and/or conducted 23 owner outreach events.

2. Implemented the owner VIP incentive program.

3. Entered into Interagency Agreements with two additional housing authorities within the Los Angeles County area.

4. Implemented the owner HIP incentive program.

5. Housed over 550 formerly homeless veterans and families.

FY 18-19 Major Goals:

1. Increase the number of Interagency Agreements with other housing authorities within Los Angeles County.

2. Increase housing stock within Los Angeles County.

3. Maximize the VIP and HIP program funding.
The Homeless Initiative Program and Landlord Veteran Incentive Program

The Homeless Initiative Program and Landlord Veteran Incentive Program offer innovative incentives such as one month’s free rent, security deposit, and damage claims to landlords willing to reserve a unit for a homeless family or Veteran.

From program design, implementation, and administration, HACoLA has demonstrated its ability to analyze the problems related to homelessness and design an innovative approach specifically tailored to the needs of local landlords and the homeless population. Although, the plight to end homelessness is by no means over, the remarkable results thus far are proof that HACoLA’s progressiveness and ability to think outside the box have made a significant impact on the road to end homelessness.

Thousands of Los Angeles County residents have experienced similar hardships to maintaining housing, and HACoLA is at the forefront of the County’s fight to end homelessness. As a result of the Los Angeles County Board of Supervisors Homeless Initiative, HACoLA has been charged with the task of coordinating strategies that address Federal housing subsidies, family reunification, streamlining regional coordination efforts, and how best to use public land for homeless housing.

HACoLA is using its expertise in the local housing arena to implement groundbreaking programs which have already contributed to a decrease in the County’s homeless population.

Raymond Ramirez, a Los Angeles County resident who lost his home and suffered a debilitating illness that contributed to his continued use of substances, has found a new outlook on life. After living on the streets, Mr. Ramirez entered into a rehabilitation program, followed by transitional housing, where he was connected with the Housing Authority of the County of Los Angeles (HACoLA), and ultimately awarded a housing voucher. Mr. Ramirez, who moved into his home on January 10, 2017, says, “With a place to call my own, I can finally have my children and grandchildren visit me.”
AN OVERVIEW FROM THE DIRECTOR: Maria Badrakhan

The Housing Authority has 3,229 public and affordable housing units located throughout Los Angeles County. Our inventory consists of 2,962 public housing units located at 63 sites; 226 units under the Multi-Family/Section 8 New Construction Program at Kings Road in West Hollywood and Lancaster Homes in Lancaster; and 41 State Rental Housing Construction Program (RHCP) units in Santa Monica.

The Division receives Operating Subsidies and Housing Assistance Payments (HAP) contracts from the U.S. Department of Housing and Urban Development (HUD). Additional revenue consists of rent receipts, County General Fund and other Federal and State grants. These revenue sources are used to operate and provide modest affordable housing and to provide resident supportive services to families and seniors with limited means.

Our Public Housing Program has been rated High Performer for the last eight years. HUD measures our accomplishments through the Public and Indian Housing Information Center (PIC) system. The Public Housing Assessment System (PHAS) Score Report tracks four indicators: Management Operations, Physical Conditions of our properties, Financial Conditions, and timely obligation and expenditure of Capital Funds. The lease up rate for public housing is 99% and the overall Real Estate Assessment Center (REAC) property inspections score is 90.

Capital Fund Program funds received from HUD are utilized for modernization and property improvements. The 2018 Capital Fund Grant award of $4.8M will fund 8 new construction projects countywide. CDBG funds and County General Funds will also be used for capital improvements. In Fiscal Year 2018-19 we will renovate kitchens at Carmelitos as Phase II, replace windows at Maravilla, and balcony repairs at Foothill Villa. Marina Manor site improvements will include kitchen remodeling, exterior stair repairs, and exterior painting. A Physical Needs Assessment is utilized to set priorities for future construction projects.

Our partnership with the Los Angeles Housing Services Authority (LAHSA) has housed homeless in South County. County Departments, numerous non-profits, and the resident councils have provided resident support services, such as, case management, education, and job training. The CDF, our non-profit organization, awards annual scholarships and offers SAT prep classes to residents pursuing higher education. Our “Best Practice” Community Policing Program, and the 7-acre Growing Experience Urban Farm, have received numerous awards and national recognition for innovation. Our vision is to disrupt the cycle of generational poverty and homelessness.
DIVISION BUDGET $39,378,700

Sources of Funds

- Rent Revenue - 33.88%
  $13,343,392
- Operating Subsidy - 20.94%
  $8,247,360
- Housing Assistance HAP - 7.15%
  $2,816,767
- CDBG - 7.07%
  $2,785,924
- State/County Revenue - 16.95%
  $6,673,955
- Fees and Charges - 0.15%
  $57,730
- Interest Earnings - 0.30%
  $120,000
- Other Reserves - 12.42%
  $4,891,590
- Other Federal Grants - 0.62%
  $246,000
- Other Income - 0.50%
  $196,000

Uses of Funds

<table>
<thead>
<tr>
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<th>2017-18 BUDGET</th>
<th>2017-18 ESTIMATE</th>
<th>2018-19 BUDGET</th>
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</thead>
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<td>Salaries &amp; Benefits</td>
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<td>$11,301,726</td>
<td>$13,986,136</td>
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<tr>
<td>Services &amp; Supplies</td>
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<td>$16,639,129</td>
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<td>Subventions</td>
<td>$400</td>
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<td>Capital Outlay</td>
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<th>Number of Contract Employees</th>
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<td>2018-19 BUDGET</td>
<td>$39,378,700</td>
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<td>126.50</td>
<td>3.20</td>
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</tbody>
</table>

Page 6.2
DEPARTMENT OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS

HOUSING MANAGEMENT CONVENTIONAL & NON-CONVENTIONAL

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

HOUSING MANAGEMENT CENTRAL OFFICE COST CENTER

<table>
<thead>
<tr>
<th></th>
<th>FY 17-18 Budget</th>
<th>FY 17-18 Estimate</th>
<th>FY 18-19 Budget</th>
</tr>
</thead>
<tbody>
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<td>8.10</td>
<td>8.10</td>
<td>7.50</td>
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</table>

FY 17-18 Major Accomplishments:
1. Provided oversight and administration for all public housing sites and staff.
2. Submitted the HUD Annual Plan and ACOP by the HUD deadline.
3. Provided 12 major staff trainings, and individual programmatic training to include REAC, rent calculation, and management and maintenance training.

FY 18-19 Major Goals:
1. Provide oversight and administration for all public housing sites and staff.
2. Submit the HUD Annual Plan and ACOP by the HUD deadline.
3. Provide 20 program and professional development training sessions to staff.

CONVENTIONAL HOUSING

<table>
<thead>
<tr>
<th></th>
<th>FY 17-18 Budget</th>
<th>FY 17-18 Estimate</th>
<th>FY 18-19 Budget</th>
</tr>
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<tbody>
<tr>
<td><strong>Total Budget:</strong></td>
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<td><strong>Number of Employees:</strong></td>
<td>97.42</td>
<td>91.53</td>
<td>95.76</td>
</tr>
</tbody>
</table>

FY 17-18 Major Accomplishments:
1. Averaged an annual Occupancy rate of 99%.
2. Collected 99% of rent billed to tenants and limit delinquency to 1.5%.

FY 18-19 Major Goals:
1. Average an annual Occupancy rate of 98%.
2. Collect 98% of rent billed to tenants and limit delinquency to 1.5%.

Page 6.3
3. Abated 100% of emergency work orders within 24 hours.

4. Achieved an average score of 90 on annual physical inspection conducted by HUD-REAC.

5. Completed 100% annual unit and building inspections.

6. Completed 100% of annual re-examinations for assisted families.

**NON-CONVENTIONAL HOUSING PROGRAM**

<table>
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<tr>
<th></th>
<th>FY 17-18 Budget</th>
<th>FY 17-18 Estimate</th>
<th>FY 18-19 Budget</th>
</tr>
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<tbody>
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<td>$4,647,200</td>
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<tr>
<td>Number of Employees:</td>
<td>10.88</td>
<td>10.63</td>
<td>13.38</td>
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</table>

**FY 17-18 Major Accomplishments:**

1. Management and Occupancy Reviews for Kings Road and Lancaster Homes is above average.

2. Averaged an annual occupancy rate of 98% at Lancaster Homes and 100% for Kings Road.

**FY 18-19 Major Goals:**

1. Receive an "Above Average" rating on the Management and Occupancy Reviews for Kings Road and Lancaster Homes.

2. Average an annual occupancy rate of 98% at Lancaster Homes and Kings Road.

**HOUSING MANAGEMENT SITE IMPROVEMENTS**

**Mission:** To improve various housing developments through construction activities using CDBG funds, County General funds, and other program funds.

<table>
<thead>
<tr>
<th></th>
<th>FY 17-18 Budget</th>
<th>FY 17-18 Estimate</th>
<th>FY 18-19 Budget</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$3,930,000</td>
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<tr>
<td>Number of Employees:</td>
<td>0.00</td>
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<td>0.00</td>
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</tbody>
</table>
FY 17-18 Major Accomplishments:

1. Completed six (6) CDBG projects, including the modernization of Arizona & Olympic Kitchens, installation of Orchard Arms Doors, Bright Futures Childcare Rehab, and the Carmelitos Parking Lots, CCTV installation, and kitchen upgrades.

2. Completed construction of 12 ADA kitchens at Lancaster Homes.

3. Completed five (5) construction projects at South County family sites with County General Funds.

FY 18-19 Major Goals:

1. Complete seven (7) CDBG projects, including the modernization of East County Kitchens, East County Generator installations, Quartz Hill Site Improvements, Quartz Hill Security Cameras, South Bay Gardens Unit Flooring, Maravilla Re-piping, and Lancaster Homes Re-pipe.

2. Complete the Kings Road Roof Replacement project.

3. Complete four (4) construction projects at South County family sites with County General Funds.

CRIME & SAFETY UNIT

Mission: Ensure compliance with federal regulations and program requirements to reduce the incidence of criminal activity.

<table>
<thead>
<tr>
<th>FY 17-18 Budget</th>
<th>FY 16-17 Estimate</th>
<th>FY 17-18 Budget</th>
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</thead>
<tbody>
<tr>
<td>Total Budget:</td>
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<td>$1,770,900</td>
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<td>2.85</td>
</tr>
</tbody>
</table>

FY 17-18 Major Accomplishments:

1. Conducted 11,664 criminal background checks for HACoLA Section 8 and Public Housing, and HACLA applicants.

2. Operated a countywide Closed-Circuit TV system to prevent and detect crime and risk management incidences at Public Housing locations. Responded to 130 requests to view incidents on CCTV. Upgraded and improved the CCTV system at a total of 35 sites.

FY 18-19 Major Goals:

1. Conduct 12,400 criminal background checks for HACoLA Section 8 and Public Housing, and HACLA applicants.

2. Operate a countywide Closed-Circuit TV system to prevent and detect crime and risk management incidences at Public Housing locations. Respond to 98 requests to view incidents on CCTV. Upgrade and improve the CCTV system at a total of 40 sites.
3. Continued the Implementation of Arrest Data Matching for 645 HACoLA residents.

4. Operated countywide Community Policing Program to reduce crime and responded to 1,615 calls for service incidents of criminal activity at 68 Public Housing locations. Maintained overall crime reduction of 70% since program inception.

* The Crime & Safety unit allocates expenses to each of our eight AMPs. Therefore, the CSU budgets are included here for informational purposes only as they are included in the Division’s Conventional and Non-Conventional budget. Also note that $97,750 of the FY 18-19 Budget is funded by the Housing Authority of the City of Los Angeles for criminal background checks and it is included in the overall Division budget.

**RESIDENT SERVICES PROGRAMS (RSP)**

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

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<thead>
<tr>
<th>FY 17-18 Budget</th>
<th>FY 17-18 Estimate</th>
<th>FY 18-19 Budget</th>
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</thead>
<tbody>
<tr>
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<td>Number of Employees:</td>
<td>2.35</td>
<td>1.70</td>
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</tbody>
</table>

**FY 17-18 Major Accomplishments:**

1. Provided case management assistance services to 183 residents through the Family Resource Center services.

2. Partnered with local non-profits to provide educational and recreation services for 315 unduplicated public housing youth in the after school program in the Recreation and Family Learning Centers.

3. Provided on-site computer literacy and workforce development services to 275 public housing adult residents by partnering with local non-profit agencies.

**FY 18-19 Major Goals:**

1. Provide case management assistance and quarterly workshops to 185 residents through the Family Resource Center services.

2. Partner with local non-profits to provide educational services for 320 unduplicated public housing youth participating in the after school programs.

3. Provide on-site computer literacy and workforce development services to 300 public housing adult residents by partnering with local agencies.
4. Provided 340 elderly and disabled persons with Quality of Life programs and services.

5. Enrolled a total of 80 current participants in the FSS program, 69 of which have active escrow accounts. Graduated 13 participants.

6. Provided Assisted Living Waiver Pilot Program services to 44 seniors at South Bay Gardens, Orchard Arms and Lancaster Homes.

4. Provide 300 senior and persons with disabilities with Quality of Life programs and services.

5. Enroll an additional 20 FSS families in the program bringing to a total of 100 participants. We anticipate 70 will have escrow accounts.

6. Provide Assisted Living Waiver Pilot Program services to 45 seniors at South Bay Gardens, Orchard Arms and Lancaster Homes.

JUVENILE JUSTICE CRIME PREVENTION PROGRAM (JJCPA)

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

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<thead>
<tr>
<th>FY 17-18 Budget</th>
<th>FY 17-18 Estimate</th>
<th>FY 18-19 Budget</th>
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<td>Number of Employees:</td>
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</table>

FY 17-18 Major Accomplishments:
1. Received a seventeenth (17th) JJCPA grant to provide the program at four family public housing sites to serve 165 at-risk youth and families.

FY 18-19 Major Goals:
1. Receive an eighteenth (18th) JJCPA grant to provide the program at four family public housing sites to serve 185 at-risk youth and families.

GROWING EXPERIENCE (GE)

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

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<tr>
<th>FY 17-18 Budget</th>
<th>FY 17-18 Estimate</th>
<th>FY 18-19 Budget</th>
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</thead>
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<td>Number of Employees:</td>
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<td>3.50</td>
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</tbody>
</table>
FY 17-18 Major Accomplishments:

1. Developed partnership with Molina Healthcare to integrate CSA and Farm stand offerings into youth wellness program. Obtained grant from Knight Foundation which will support the expansion of the CSA program in central Long Beach.

2. Delivered educational programming to JJCPA participants and partnered with local herbalist to deliver educational programming in the food forest during 2018 Earth Day Celebration.

3. Inputs have stayed consistent while production has increased to include providing produce for the Villages at Cabrillo as well as continued service to Long Beach City College.

4. Tracked electrical usage and found that the solar system has generated over 11,500 kWh.

5. Continued partnership with the City of Long Beach and expanded compost program to integrate Long Beach residents and local eateries/food producers.

6. Club Young Creatives micro-enterprise (YCME) recruit youth to develop their ideas into a sustainable business.


FY 18-19 Major Goals:

1. Establish regular CSA participant base in Central Long Beach through the MAYE Center per Knight Foundation grant.

2. Develop self-guided plant-walk educational materials for Food Forest and create a digital plant gallery on TGE website.

3. Maintain or reduce inputs by increasing water resource efficiencies.

4. Continue to track electrical usage and savings and look for additional grants for sustainability and energy-saving projects.

5. Continue pursuit of expanding compost program to Carmelitos residents through educational sustainability programs.

6. 10 YCME youth to complete the program by December 2018 and showcase their business design at a community event.

7. 10 youth to participate in STEAM to increase their knowledge of STEAM majors and careers.
THE GROWING EXPERIENCE

The Growing Experience (TGE) is an award winning 7-acre urban farm and community garden, located within the Carmelitos Public Housing Community in Long Beach. TGE staff work to provide sustainably grown produce to underserved families while also delivering educational opportunities for youth and adults alike.

California State Association of County (CSAC) Challenge and Merit Award Winner – TGE was awarded a Challenge Award by CSAC for three of its recent initiatives: the Aquaponics and Vertical Growing Towers, Community Food Forest, and Food Waste Composting Program. These three program components engage the community in sustainability and provide examples of long-term replicable solutions for pertinent environmental challenges.

Club Y.C.M.E. Young Creatives Micro-Enterprise – TGE was awarded grant funding from the Knight Foundation to implement a year-long program for youth in Carmelitos and the surrounding Long Beach area with the goal of developing a youth-led micro-enterprise utilizing The Growing Experience farm as the product source.

The youth in the program participate in all aspects of designing and building a small business from product development to marketing and sales. The program empowers the youth to positively express themselves through creativity and while developing their skills in team building, business savvy and problem solving.

S.T.E.A.M. Programming – TGE received grant funds and developed partnerships to implement multiple S.T.E.A.M. (science, technology, engineering, art, math) programs in which youth utilize the farm as their classroom to explore S.T.E.A.M. topics.

The farm’s aquaponics system which integrates chemistry, design, and agriculture is a favorite for many youth. The programs not only reinforce and further scaffold S.T.E.A.M. learning, they provide a context for which newly mastered concepts can be applied in the real world.
LACDF is a 501(c)3 non-profit organization of the HACoLA. Its mission is to end generational poverty in low-income housing throughout the Los Angeles County. LACDF is meeting this mission by implementing a set of programs that empower extremely low-income students to and through college.

Housing Authority Resident Scholarship (HARS) awards range from $1,000 to $1,650 for students attending a 4-year university, community college, or vocational training program. Since 1997, LACDF has awarded over $306,600 in scholarships to 300 participants many of whom have since graduated and entered into professional fields of practice including doctors, nurses, and lawyers. In FY 2017-18, 33 scholarships were awarded totaling $35,000.

Reality Check Conference (RCC) consists of career/life skills workshops for HARS awardees and other Public Housing and Section 8 participants attending college or college bound. The scholarship awardees are recognized during the annual RCC held at The California Endowment.

Additionally, LACDF offers College to Career Mentorship program, giving students invaluable advice along their journey towards a meaningful career. Students are paired with professionals within their field of interest for one year and work together to develop academic goals and plans to achieve them. LACDF is proud to offer free SAT Course to HACoLA participants. The students who successfully complete the course are given free admission to take the official test. The goal is to provide training to at least 25 students each year.

After School Fuel Nutrition and After School STEM (Science, Technology, Engineering, and Mathematics) programs are also offered.
The Housing Authority in collaboration with community partners has improved the lives of our residents.

**Los Angeles Homeless Service Authority (LAHSA)** provides homeless referrals for the admissions preference for South County family housing developments. By June 30th, approximately 33 families would have been housed since program inception of July 1, 2016.

**Resident Councils** serve as the voice of the community and have their own priority programs and hold various resident social activities. There are currently 12 Resident Councils.

**Libertana Home Health** provides seniors with 24/7 in-home assisted living care with daily activities at South Bay Gardens, Orchard Arms and Lancaster Homes. There are currently 46 participants.

**Los Angeles County Workforce Development, Aging and Community Services (WDACS), South Bay Workforce Investment Board (SBWIB) and Pacific Gateway** provide job training and employment for residents countywide.

**Los Angeles County Department of Mental Health (LACDMH)** provides mental health services to residents at all 13 senior public and affordable sites with on-site offices.

**Los Angeles County Probation Department** in partnership with the Housing Authority implements the Juvenile Justice Crime Prevention Act (JJCPA) program providing case management and activities for at-risk youth.

**Los Angeles County Sheriff's Department (LASD) and Long Beach Police Department (LBPD)** address crime in public housing through its community policing program including crime prevention, intervention and enforcement.
CAPITAL FUND BUDGET $6,564,200

Sources of Funds

Uses of Funds

<table>
<thead>
<tr>
<th></th>
<th>2017-18 BUDGET</th>
<th>2017-18 ESTIMATE</th>
<th>2018-19 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$503,300</td>
<td>$581,100</td>
<td>$599,300</td>
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<tr>
<td>Services &amp; Supplies</td>
<td>$560,226</td>
<td>$356,309</td>
<td>$96,291</td>
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<td>Capital Outlay</td>
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<td>$2,268,056</td>
<td>$5,457,200</td>
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<tr>
<td>Transfers</td>
<td>$99,300</td>
<td>$96,291</td>
<td>$129,601</td>
</tr>
</tbody>
</table>

TOTAL BUDGET: $6,594,200
TOTAL EMPLOYEES: 2.90
Number of Regular Employees: 2.90
Number of Contract Employees: 0.00

Page 6.12
Mission: To implement and administer the Capital Fund Program (CFP) for modernization of the public housing developments and ensure that funds are obligated and expended in compliance with Federal Regulations.

<table>
<thead>
<tr>
<th>FY 17-18 Budget</th>
<th>FY 17-18 Estimate</th>
<th>FY 18-19 Budget</th>
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<tbody>
<tr>
<td>Total Budget:</td>
<td>$6,564,200</td>
<td>$3,280,900</td>
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<td>Number of Employees:</td>
<td>2.90</td>
<td>3.60</td>
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</table>

FY 17-18 Major Accomplishments:

1. Submitted the Annual Statement and updated the 5-Year Action Plan to HUD for 2018 Capital Fund Program for HACoLA (Continuous).

2. Met 100% of the deadlines for the obligation and expenditure of Capital Fund Grant funds (Continuous).

3. Closed the 2015 CFP Grant for HACoLA.

4. Conducted 2 Resident Advisory Board meetings in preparation for the submittal of the CFP Annual Statement and 5-Year Plan to HUD (Continuous).

5. HACoLA as the lead agency, collaborated with HUD on Annual Modernization Training Conference for Southern California Housing Authorities.

6. Completed 15 construction projects including, but not limited to; the Carmelitos Kitchen Rehab Phase I, South Bay Gardens Kitchens Phase II, Orchard Arms Elevator Modernization, Palm Apartments Roof Replacement, and the Nueva Maravilla Re-Pipe/Plumbing Phase I.

FY 18-19 Major Goals:

1. Submit the Annual Statement and update the 5-Year Action Plan to HUD for 2019 Capital Fund Program for HACoLA (Continuous).

2. Meet 100% of the deadlines for the obligation and expenditure of Capital Fund Grant funds (Continuous).

3. Close the 2016 CFP Grant.

4. Conduct 2 Resident Advisory Board meetings in preparation for the submittal of the CFP Annual Statement and 5-Year Plan to HUD (Continuous).

5. HACoLA as the lead agency, will coordinate the Annual Modernization Training Conference in collaboration with HUD for Southern California Housing Authorities.

6. Complete 8 construction projects including, but not limited to; Marina Manor Site Improvements, Carmelitos Kitchen Rehab Phase II, Harbor Hills Unit Doors, East County Senior Site Generators, and the Nueva Maravilla (Rosas) Window Replacement Project.
The Modernization Unit is responsible for the rehabilitation of 2,962 units of public housing located on 63 sites across the County of Los Angeles. Since 2000, the HACoLA has expended $87 million in federal funds from the Comprehensive Grant Program (CGP), Comprehensive Improvement Assistance Program (CIAP) and Capital Fund Program (CFP) funds for modernization and rehabilitation activities to provide modest affordable housing for families, seniors and persons with disabilities.

In Fiscal Year 2017-2018, the Housing Authority construction projects included the Palm Apartments Roof Replacement, Carmelitos Kitchen Rehabilitation Phase I, and the Nueva Maravilla Re-Pipe/Plumbing Project Phase I.

In Fiscal Year 2018-2019, the Housing Authority has committed funds for several projects including the Marina Manor Senior Site Improvements project. This project will include kitchen remodel, exterior stair repairs, and exterior painting for the entire site.

Funds have also been committed to remodel kitchens at the Triggs, Williamson, 4th & Mednik, and Simmons family developments. Remodeling includes installation of cabinets, flooring, and lighting.
AN OVERVIEW OF OTHER HOUSING PROGRAMS

Other housing programs include the University of California Cooperative Extension (UCCE) and Affordable Housing Development Funds, which provide guidance and services to the residents of Los Angeles County, including youth, adults, and seniors living in public housing sites as well as ensuring continuous development of housing for low income individuals and households, seniors, the homeless, and special needs populations.

Cooperative Extension
Since being transferred to the Community Development Commission/Housing Authority at the request of the Board of Supervisors in 1993; Cooperative Extension has been primarily funded by three separate entities: The University of California, the United States Department of Agriculture (USDA), and the Los Angeles County Government. The University provides personnel – including researchers and staff to conduct applied research and extension activities. USDA provides financial support for nutrition programs, including the Expanded Food Nutrition Education Program (EFNEP). The County provides funding to support administrative costs including office rent, utilities, building maintenance, mileage reimbursements, printing, copying, office supplies, and support positions such as an office manager and clerical staff.

In Los Angeles, the University of California (UC) Cooperative Extension offers many programs to residents of Los Angeles County, including youth, families, nurseries, arborists, CBOs, and dozens of governmental and regulatory agencies. Educational workshops are provided for free or at a low cost; topics include gardening, tree and landscape management, fire protection nutrition, integrated pest management (IPM), food systems, and youth leadership and life skills development (4-H).

Affordable Housing Development
As was previously required under California Government Code section 65584.3, Affordable Housing funds were allocated to the Housing Authority by special legislation and administered by the CDC. Those funds were used for developing housing for low-income individuals, families and special needs populations. Even though Affordable Housing Development Funds are allocated to the Housing Authority, they are not under the purview of the Housing Commission. The FY 2018-2019 budget includes previously allocated funds and will continue to be budgeted until fully expended.
OTHER HOUSING PROGRAMS BUDGET $1,023,300

Sources of Funds

- Loan Collection Principal - 26.29% $269,000
- Fees and Charges - 3.34% $34,200
- Interest Earnings - 17.59% $180,000
- State/County Revenue - 48.58% $497,100
- Other Reserves - 4.20% $42,984

Uses of Funds

<table>
<thead>
<tr>
<th>Budget Type</th>
<th>2017-2018 BUDGET</th>
<th>2017-2018 ESTIMATE</th>
<th>2018-2019 BUDGET</th>
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<td>Services &amp; Supplies</td>
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<td>Capital Outlay</td>
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<tr>
<td>Transfers</td>
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<td>$30,537</td>
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</table>

TOTAL BUDGET: $1,437,200
TOTAL EMPLOYEES
Number of Regular Employees
Number of Contract Employees
DEPARTMENT OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS

COOPERATIVE EXTENSION

Mission: The University of California Cooperative Extension in Los Angeles County develops and implements community-based educational programs that address the critical needs of the county’s diverse and multiethnic population.

Staff and volunteers provide and encourage the use of current research-based information in the areas of nutrition, family and consumer science; youth development; urban gardening; commercial horticulture; agriculture; and natural resources.

<table>
<thead>
<tr>
<th>FY 17-18 Budget</th>
<th>FY 17-18 Estimate</th>
<th>FY 18-19 Budget</th>
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<tbody>
<tr>
<td>Total Budget:</td>
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<td>$497,100</td>
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<tr>
<td>Number of Employees:</td>
<td>0.00*</td>
<td>0.00*</td>
</tr>
</tbody>
</table>

FY 17-18 Major Accomplishments:

1. Provided nutrition education/cooking demonstration and physical activity demonstrations at more than 500 sites around the county, at public housing sites, churches, libraries, schools, youth centers, and more.

2. Extended research based knowledge and information on home horticulture, pest management, and sustainable landscape practices to the residents of Los Angeles County.

3. Offered 4-H Youth Development projects and activities for youth ages 5-19 through 20 clubs around Los Angeles County special events and summer camp. Projects include science, life skills and leadership development.

FY 18-19 Major Goals:

1. Provide educational programs focused on family-related issues such as food and nutrition, family relationships, food safety, consumer issues, and money management.

2. Through the Expanded Food and Nutrition Education Program (EFNEP), teach educators and families with limited incomes how to improve family diets, make better use of available resources, improve their food preparation skills, and eat more fruits and vegetables.

3. Offer research-based information on production, marketing and pest control strategies for nursery growers and the landscape industry.

* Employees are paid by the UC System to perform these functions.
4. Provided training and technical expertise for the landscape industry county-wide through our environmental horticulture program.

5. Provided training and technical expertise on agriculture and natural resources issues county-wide through our Farm Advisor and Natural Resources and Master Gardener programs.

4. Foster a diverse community of naturalists and promote stewardship of California's natural resources through education and service.

5. Obtain increased funding.

6. Offer and promote pest management practices which are safe to humans, animals, and the environment in urban areas.

AFFORDABLE HOUSING DEVELOPMENT

Please see page 9.4 for details on this other housing program which is administered by the Economic and Housing Development Division. The total budget of $483,199 and 0.34 positions are reflected in the overall Housing Authority budget in this section as well as in Economic and Housing Development Division. The funding is received by the Housing Authority, however, is administered by the Community Development Commission.
April 25, 2018

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

AWARD A CONSTRUCTION CONTRACT TO BEST CONTRACTING SERVICES, INC. FOR THE MARINA MANOR I AND II SENIOR PUBLIC HOUSING DEVELOPMENT ROOF REHABILITATION PROJECT (DISTRICT 3)

SUBJECT

This letter recommends award of a Construction Contract (Contract) to Best Contracting Services, Inc. to repair and recoat existing roofs and associated work at the Marina Manor I and II senior public housing development located at 3401 and 3405 Via Dolce in unincorporated Marina del Rey.

IT IS RECOMMENDED THAT THE COMMISSION:

1. Recommend that the Board of Commissioners find that the approval of the Contract and the proposed Project to repair and recoat existing roofs, and associated work at the Marina Manor I and II senior public housing development is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the Project.

2. Recommend that the Board of Commissioners approve the proposed Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Community Development Commission (CDC) for construction of the Project.

3. Recommend that the Board of Commissioners award a Contract to Best Contracting Services, Inc. the apparent lowest responsive and responsible bidder, in the amount of $230,312 using funds included in the Housing Authority's approved Fiscal Year 2017-2018 budget, to repair and recoat
existing roofs, and associated work at the Marina Manor I and II senior public housing development in unincorporated Marina del Rey, and authorize the Executive Director, or her designee, to execute the Contract following receipt of the acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor.

4. Recommend that the Board of Commissioners authorize the Executive Director or her designee, upon her determination and as necessary and appropriate, to amend the Contract, or to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract for convenience.

5. Recommend that the Board of Commissioners authorize the Executive Director or her designee to approve Contract change orders not to exceed $46,062, which represents 20% of the $230,312 contract amount, for unforeseen project costs, using the same source of funds.

6. Recommend that the Board of Commissioners determine that the proposed Project is exempt from the application of the County's Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The approval of the recommended actions will find the proposed Project is exempt from the provisions of CEQA, adopt the plans and specifications for the proposed Project, and authorize the Executive Director, or her designee, to award and execute a construction contract with the apparent lowest responsive and responsible bidder to repair and recoat existing roofs, and associated work at the Marina Manor I and II senior public housing development, and determine that the Project is exempt from the application of the County's Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.

FISCAL IMPACT/FINANCING

There is no impact on the project fund. The Housing Authority will fund the improvements with up to $230,312 in Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2017-2018 budget.

A 20% contingency, in the amount of $46,062, is being set aside for unforeseen costs using the same source of funds. This contingency is recommended because roof repair and recoating often involves damage that extends further than initially identified in the scope of work.
FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed project at the Marina Manor I and II senior public housing development consists of two multiple-story buildings with a total of 183 dwelling units. The scope of work for this Contract includes roof preparation, grade adjustment for proper roof drainage, Hydrostop Premium Coat Liquid Applied Roofing Application over existing roof, and associated work.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program, and the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Best Contracting Services, Inc. will comply with the requirements of 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. This project is exempt from the application of the County's Local Targeted Worker Hire Policy since it will be funded with federal funds, which prohibits geographic preferences. However, construction project bid specifications require that vendors submit a Business Hiring Survey to match qualified public housing residents with available jobs. Residents that are interested in obtaining employment are encouraged to submit an Economic Opportunities Enrollment Form to the Housing Authority to identify their past work experience and refer them to job openings. If a potential job match is identified, the vendor's information is provided to the resident and the resident is encouraged to apply.

The Housing Authority partners with the Los Angeles County Workforce Development, Aging and Community Services (WDACS) to implement a workforce development program at public housing developments located in the 1st, 2nd, 3rd and 5th Supervisorial Districts. Residents who participate will be provided with employment and supportive services through a network of Los Angeles County America's Job Centers of California (AJCC). For 4th Supervisorial District residents, workforce development services are provided at the Carmelitos public housing development through Pacific Gateway and at the Harbor Hills public housing development through the South Bay Workforce Investment Board.

ENVIRONMENTAL DOCUMENTATION

Pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a) (3) (ii), this project is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions.

The proposed Project is categorically exempt from the California Environmental Quality Act (CEQA). The Project, roof preparation, grade adjustment for proper roof drainage, Hydrostop Premium Coat Liquid Applied Roofing Application over existing roof, and associated work, is within a class of projects that have been determined not to have a
Honorable Housing Commissioners
April 25, 2018
Page 4

significant effect on the environment in that it meets the criteria set forth in Section 15301 and 15302 of the CEQA Guidelines and Class 1 and 2 of the County’s Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the Project is not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the Project records. The Project will not adversely affect natural watercourses, wetlands, environmentally sensitive areas, remove scenic resources, remove rare plants or mature trees. Upon the Board’s approval of the proposed Project, the Housing Authority will file a Notice of Exemption with the County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

CONTRACTING PROCESS

On September 28, 2017, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Notices were electronically sent to all 255 Class C39 licensed contractors identified from the CDC’s vendor list to visit the CDC’s website and download the solicitation package. Advertisements also appeared in the Dodge Green Sheet newspaper, and on the County WebVen and CDC websites.

On October 26, 2017, six bids were received and formally opened. The lowest bidder, Best Contracting Services, Inc., was determined to be the lowest responsive and responsible and is being recommended for the Contract award. Best Contracting Services, Inc. is a minority-owned business.

The Summary of the Outreach Activities is provided in Attachment A.

IMPACT ON CURRENT PROJECT

Approval of the recommended actions will allow for the roof repair and recoating, and associated work at the Marina Manor I and II senior public housing development in unincorporated Marina del Rey, and allow the Housing Authority to continue providing residents with modest affordable housing.

Respectfully submitted,

MONIQUE KING-VIEHLAND
Executive Director

Enclosures
ATTACHMENT A

Summary of Outreach Activities

On September 28, 2017, the following outreach was initiated to identify a contractor for the Marina Manor Roofing Project at the Marina Manor I and II senior public housing development located at 3401 and 3405 Via Dolce, Marina del Rey, CA 90292.

A. Newspaper Advertising

Announcements appeared in the following local newspaper:

Dodge Green Sheet

An announcement was also posted on the County WebVen and CDC websites

B. Distribution of Bid Packages

The CDC's vendor list was used to email notices to 255 Class C39 licensed contractors to visit the CDC's website and download the solicitation package. As a result of the outreach, thirty-eight bid packages were downloaded from the CDC website.

C. Pre-Bid Conference and Site Walk

On October 12, 2017, a mandatory pre-bid conference and site walk was conducted. Thirteen contractors were in attendance.

D. Bid Results

On October 26, 2017, a total of six bids were received and publicly opened. The bid result was as follows:

<table>
<thead>
<tr>
<th>Engineers' Estimate</th>
<th>Bid Amount</th>
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</thead>
<tbody>
<tr>
<td>Company</td>
<td>Bid Amount</td>
</tr>
<tr>
<td>Best Contracting Services, Inc.</td>
<td>$230,312.00</td>
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<tr>
<td>Gorman Roofing</td>
<td>$238,650.00</td>
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<tr>
<td>Commercial Waterproofing Systems</td>
<td>$268,812.00</td>
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<td>Universal Coatings</td>
<td>$273,500.00</td>
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<tr>
<td>Letner Roofing Co.</td>
<td>$355,000.00</td>
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<tr>
<td>Brazos Urethane</td>
<td>$428,532.00</td>
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### E. Minority/Female Participation – Selected Contractor

<table>
<thead>
<tr>
<th>Name</th>
<th>Ownership/Certification</th>
<th>Employees</th>
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<tbody>
<tr>
<td>Best Contracting Services, Inc.</td>
<td>Minority No County certification</td>
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<td></td>
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<td>274 Minorities</td>
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<td></td>
<td></td>
<td>36 Women</td>
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<td></td>
<td></td>
<td>75% Minorities</td>
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<td></td>
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<td>10% Women</td>
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### F. Minority/Female Participation – Contractors Not Selected

<table>
<thead>
<tr>
<th>Name</th>
<th>Ownership/Certification</th>
<th>Employees</th>
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</thead>
<tbody>
<tr>
<td>Commercial Waterproofing Systems</td>
<td>Ownership not provided No County certification</td>
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<td>Universal Coatings</td>
<td>Non-Minority No County certification</td>
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<td></td>
<td></td>
<td>7 Minorities</td>
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<td></td>
<td></td>
<td>3 Women</td>
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<td></td>
<td></td>
<td>35% Minorities</td>
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<td></td>
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<tr>
<td>Letner Roofing Co.</td>
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<td></td>
<td></td>
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<td></td>
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<td>Brazos Urethane</td>
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<tr>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td>4% Women</td>
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The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.
ATTACHMENT B

Contract Summary

Project Name: Marina Manor Roofing Project  
Location: 3401 and 3405 Via Dolce, Marina Del Rey, CA 90292  
Bid Number: CDC17-101  
Bid Date: October 26, 2017  
Contractor: Best Contracting Services, Inc.  
Services: Includes roof preparation, grade adjustment for proper roof drainage, Hydrostop Premium Coat Liquid Applied Roofing Application over existing roof, and associated work

Contract Documents: Instructions to Bidders and General Conditions, Specifications, Bidder’s Documents, Representations, Certifications, Bid, Other Statements of Bidder; and all Addenda to the Contract Documents.

Time of Commencement and Completion: The work to be performed under this Contract shall commence within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within Sixty (60) calendar days following the required commencement date.

Liquidated Damages: In the event of a breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of Five Hundred and Zero Cents ($500.00) as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

Contract Sum: The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of Two Hundred Thirty Thousand Three Hundred Twelve Dollars and Zero Cents ($230,312.00). The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

Contract Contingency: $46,062
Marina Manor I - reslope to direct water into the drains

Marina Manor II (3405 Via Dolce) - roof overview
Marina Manor II - uneven surfaces with ponding areas

Marina Manor II - roof repair as needed; new sheet metal platform and flashing to be installed prior to new liquid roof
April 25, 2018

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

AWARD A CONSTRUCTION CONTRACT TO GIBRALTAR CONSTRUCTION CO., INC. FOR PHASE II OF A KITCHEN REHABILITATION PROJECT AT THE CARMELITOS FAMILY PUBLIC HOUSING DEVELOPMENT (DISTRICT 4)

SUBJECT

This letter recommends award of a Construction Contract (Contract) to Gibraltar Construction Co., Inc. to complete the kitchen rehabilitation in 130 dwelling units, including cabinet and countertop installation, flooring replacement, painting, and associated work at the Carmelitos family public housing development located at 1000 E. Via Wanda in the City of Long Beach.

IT IS RECOMMENDED THAT THE COMMISSION:

1. Recommend that the Board of Commissioners find that the approval of the Contract and the proposed Project to complete kitchen rehabilitation in 130 dwelling units, including cabinet and countertop installation, flooring replacement, painting, and associated work at the Carmelitos family public housing development is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the Project.

2. Recommend that the Board of Commissioners approve the proposed Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Community Development Commission (CDC) for construction of the Project.
3. Recommend that the Board of Commissioners award a Contract to Gibraltar Construction Co., Inc. the apparent lowest responsive and responsible bidder, in the amount of $1,872,000 using funds to be incorporated into the Housing Authority's approved Fiscal Year 2017-2018 budget, for kitchen rehabilitation and associated work at the Carmelitos family public housing development in the City of Long Beach, and authorize the Executive Director, or her designee, to execute the Contract following receipt of the acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor.

4. Recommend that the Board of Commissioners authorize the Executive Director or her designee, upon her determination and as necessary and appropriate, to amend the Contract, or to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract for convenience.

5. Recommend that the Board of Commissioners authorize the Executive Director or her designee to approve Contract change orders not to exceed $374,400, which represents 20% of the $1,872,000 contract amount, for unforeseen project costs, using the same source of funds.

6. Recommend that the Board of Commissioners authorize the Executive Director to incorporate up to $2,246,400 into the Housing Authority's approved Fiscal Year 2017-2018 budget, as needed, for the purposes described above.

7. Recommend that the Board of Commissioners determine that the proposed Project is exempt from the application of the County's Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The approval of the recommended actions will find the proposed Project is exempt from the provisions of CEQA, adopt the plans and specifications for the proposed Project, and authorize the Executive Director, or her designee, to award and execute a construction contract with the apparent lowest responsive and responsible bidder for kitchen rehabilitation in 130 dwelling units, including cabinet and countertop installation, flooring replacement, painting, and associated work at the Carmelitos family public housing development, and determine that the Project is exempt from the application of the County's Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.
FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The Housing Authority will fund the improvements with up to $1,872,000 in Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) and to be incorporated into the Housing Authority’s approved Fiscal Year 2017-2018 budget.

A 20% contingency, in the amount of $374,400 is being set aside for unforeseen costs using the same source of funds. This contingency is recommended because kitchen rehabilitation, including cabinet and countertop installation, flooring replacement, painting, and associated work often involves unforeseen conditions or damaged wall framing and subfloor that extend further than initially identified in the scope of work.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Carmelitios family public housing development consist of 558 units. Phase I of the kitchen rehabilitation project consisted of 60 family units and was completed in January 2018. The kitchen rehabilitation project phase II will consist of 130 family units. The scope of work for this Contract includes removal and installation of new kitchen cabinets and solid surface countertops; replacement of ranges, switches and receptacles; replacement of sinks, plumbing and light fixtures; installation of new Vinyl Composition Tile (VCT) and cove base in the kitchens and patching and painting of the kitchens; and associated work.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program, and the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Gibraltar Construction Co., Inc. will comply with the requirements of 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. This project is exempt from the application of the County’s Local Targeted Worker Hire Policy since it will be funded with federal funds, which prohibits geographic preferences. However, construction project bid specifications require that vendors submit a Business Hiring Survey to match qualified public housing residents with available jobs. Residents that are interested in obtaining employment are encouraged to submit an Economic Opportunities Enrollment Form to the Housing Authority to identify their past work experience and refer them to job openings. If a potential job match is identified, the vendor’s information is provided to the resident and the resident is encouraged to apply.

The Housing Authority partners with the Los Angeles County Workforce Development, Aging and Community Services (WDACS) to implement a workforce development program at public housing developments located in the 1st, 2nd, 3rd and 5th Supervisorsial Districts. Residents who participate will be provided with employment and supportive
services through a network of Los Angeles County America’s Job Centers of California (AJCC). For 4th Supervisorial District residents, workforce development services are provided at the Carmelitos public housing development through Pacific Gateway and at the Harbor Hills public housing development through the South Bay Workforce Investment Board.

ENVIRONMENTAL DOCUMENTATION

Pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a) (3) (ii), this project is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions.

The proposed Project is categorically exempt from the California Environmental Quality Act (CEQA). The Project, rehabilitation of kitchens, including removal and installation of new kitchen cabinets and solid surface countertops; replacement of ranges, switches and receptacles; replacement of sinks, plumbing and light fixtures; installation of new VCT and cove base in the kitchens and patching and painting of the kitchens; and associated work, is within a class of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 and 15302 of the CEQA Guidelines and Classes 1 and 2 of the County’s Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the Project is not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records. The Project will not adversely affect natural watercourses, wetlands, environmentally sensitive areas, remove scenic resources, remove rare plants or mature trees. Upon the Board’s approval of the proposed Project, the Housing Authority will file a Notice of Exemption with the County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

CONTRACTING PROCESS

On December 19, 2017, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Notices were electronically sent to all 395 Class B licensed contractors identified from the CDC’s vendor list to visit the CDC’s website and download the solicitation package. Advertisements also appeared in the Los Angeles Times newspaper, and on the County WebVen and CDC websites.

On January 30, 2018, three bids were received and formally opened. The lowest bidder, Gibraltar Construction Co., Inc., was determined to be the lowest responsive and responsible and is being recommended for the Contract award. Gibraltar Construction Co., Inc. is a minority-owned business.

The Summary of the Outreach Activities is provided in Attachment A.
Honorable Housing Commissioners
April 25, 2018
Page 5

IMPACT ON CURRENT PROJECT

Approval of the recommended actions will allow for kitchen rehabilitation in 130 dwelling units, including cabinet and countertop installation, flooring replacement, painting, and associated work at the Carmelitos family public housing development and allow the Housing Authority to continue providing residents with modest affordable housing.

Respectfully submitted,

MONIQUE KING-VIEHLAND
Executive Director

Enclosures
ATTACHMENT A
Summary of Outreach Activities

On December 19, 2017, the following outreach was initiated to identify a contractor for kitchen rehabilitation at the Carmelitos family public housing development located at 1000 E. Via Wanda, Long Beach, CA 90805.

A. Newspaper Advertising

Announcements appeared in the following local newspaper:

Los Angeles Times

An announcement was also posted on the County WebVen and CDC websites

B. Distribution of Bid Packages

The CDC’s vendor list was used to email notices to 395 Class B licensed contractors to visit the CDC’s website and download the solicitation package. As a result of the outreach, forty-nine bid packages were downloaded from the CDC website.

C. Pre-Bid Conference and Site Walk

On January 9, 2018, a mandatory pre-bid conference and site walk was conducted. Eleven contractors were in attendance.

D. Bid Results

On January 30, 2018, a total of three bids were received and publicly opened. The bid result was as follows:

<table>
<thead>
<tr>
<th>Engineers’ Estimate</th>
<th>$2,000,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Bid Amount</td>
</tr>
<tr>
<td>Gibraltar Construction Co., Inc.</td>
<td>$1,872,000.00</td>
</tr>
<tr>
<td>Harry H. Joh Construction, Inc.</td>
<td>$1,989,000.00</td>
</tr>
<tr>
<td>Golden Phoenix Construction Co., Inc.</td>
<td>$2,244,000.00</td>
</tr>
</tbody>
</table>

E. Minority/Female Participation – Selected Contractor

Name                  Ownership/Certification   Employees
Gibraltar Construction Co., Inc. Minority Total: 84
Inc.                   No County certification   52 Minorities
4 Women  
62% Minorities  
5% Women

F. Minority/Female Participation – Contractors Not Selected

<table>
<thead>
<tr>
<th>Name</th>
<th>Ownership/Certification</th>
<th>Employees</th>
</tr>
</thead>
</table>
| Harry H. Joh Construction, Inc. | Minority, No County certification | Total: 25  
24 Minorities  
6 Women  
96% Minorities  
4% Women |
| Golden Phoenix Construction Co., Inc. | Minority, No County certification | Total: 20  
15 Minorities  
2 Women  
75% Minorities  
10% Women |

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

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.
ATTACHMENT B

Contract Summary

Project Name: Carmelitos Kitchen Rehabilitation Project Phase II
Location: 1000 E. Via Wanda, Long Beach, CA 90805
Bid Number: CDC17-164
Bid Date: January 30, 2018
Contractor: Gibraltar Construction Co., Inc.
Services: Includes removal and installation of new kitchen cabinets and solid surface countertops; replacement of ranges, switches and receptacles; replacement of sinks, plumbing and light fixtures; installation of new VCT and cove base in the kitchens and patching and painting of the kitchens in 130 dwelling units.

Contract Documents: Instructions to Bidders and General Conditions, Specifications, Bidder's Documents, Representations, Certifications, Bid, Other Statements of Bidder; and all Addenda to the Contract Documents.

Time of Commencement and Completion: The work to be performed under this Contract shall commence within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within Four Hundred Twenty Five (425) calendar days following the required commencement date.

Liquidated Damages: In the event of a breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of Five Hundred Dollars and Zero Cents ($500.00) as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

Contract Sum: The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of One Million Eight Hundred Seventy Two Thousand Dollars and Zero Cents ($1,872,000). The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

Contract Contingency: $374,400
CARMELITOS KITCHEN REHABILITATION PROJECT PHASE II

Typical Exterior View of the Project Site

Typical Exterior View of the Building
CARMELITOS KITCHEN REHABILITATION PROJECT PHASE II

Typical View of the Existing Kitchen

Typical Condition of the Cabinets
A Close Up View of the Cabinets

Existing Condition of VCT
April 25, 2018

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

AWARD A CONSTRUCTION CONTRACT TO DHI CONSTRUCTION, INC. FOR UNIT FLOORING REPLACEMENT PHASE II AT THE SANTA MONICA RENTAL HOUSING CONSTRUCTION PROGRAM HOUSING DEVELOPMENTS (DISTRICT 3)

SUBJECT

This letter recommends award of a Construction Contract (Contract) to DHI Construction, Inc. for floor replacement, and associated work at the Santa Monica Rental Housing Construction Program (RHCP) housing developments, located at 1855 9th Street, 1450 14th Street, and 2006 20th Street in the City of Santa Monica.

IT IS RECOMMENDED THAT THE BOARD:

1. Recommend that the Board of Commissioners find that the approval of the Contract and the proposed Project for floor replacement, and associated work at the Santa Monica RHCP housing developments is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the Project.

2. Recommend that the Board of Commissioners approve the proposed Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Community Development Commission (CDC) for construction of the Project.

3. Recommend that the Board of Commissioners authorize the Executive Director, or her designee, to award and execute a Contract and all related documents with DHI Construction, Inc., the apparent lowest responsive and responsible bidder, for floor replacement, and associated work at the Santa
Monica RHCP housing developments in the City of Santa Monica, following receipt of the acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor, and using $295,472 in RHCP Replacement Reserves and operating funds.

4. Recommend that the Board of Commissioners authorize the Executive Director or her designee, upon her determination and as necessary and appropriate, to amend the contract, or to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract for convenience.

5. Recommend that the Board of Commissioners authorize the Executive Director or her designee to approve Contract change orders not to exceed $59,094, which represents 20% of the contract amount, for unforeseen project costs, using the same source of funds.

6. Recommend that the Board of Commissioners authorize the Executive Director to incorporate up to $354,566 in RHCP Replacement Reserves and operating funds into the Housing Authority's approved Fiscal Year 2017-2018 budget, as needed, for the purposes described above.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The approval of the recommended actions will find the proposed Project is exempt from the provisions of CEQA, adopt the plans and specifications for the proposed Project, and authorize the Executive Director, or her designee, to award and execute a construction contract with the apparent lowest responsive and responsible bidder for floor replacement, and associated work at the Santa Monica RHCP housing developments.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The Housing Authority will fund the improvements with up to $295,472 in RHCP Replacement Reserves and operating funds and to be incorporated into the Housing Authority's approved Fiscal Year 2017-2018 budget.

A 20% contingency, in the amount of $59,094 is being set aside for unforeseen costs using the same source of funds. This contingency is recommended because completion of floor replacement, and associated work often involves unforeseen conditions or damaged subfloor that extend further than initially identified in the scope of work.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Santa Monica RHCP housing developments consist of three (3) sites with a total of 41 units. Floor replacement will be completed at 31 housing units; 10 units at 1855 9th

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Honorable Housing Commissioners  
April 25, 2018  
Page 3

Street, 12 units at 1450 14th Street, and nine (9) units at 2006 20th Street. Flooring replacement of the 10 remaining units were previously completed as Phase I in October 2017. The scope of work for this Contract includes sealing of the floors, replacement of Vinyl Composition Tile (VCT), sheet vinyl, and resilient rubber base, and associated work, such as replacement of transition strips and floor seals inside the units.

The improvements are being funded by RHCP Replacement Reserves and operating funds, and is therefore subject to the requirements of the Greater Avenues for Independence (GAIN) Program, and the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Should DHI Construction, Inc. require additional or replacement personnel after the effective date of this Contract, it will give consideration for any such employment openings to participants in the County’s Department of GAIN and GROW Programs who meet the firm’s minimum qualifications for the open position. The firm will contact the County’s GAIN/GROW Division for a list of participants by job category. In accordance with the Board’s consolidated Local and Targeted Worker Hire Policy adopted on September 6, 2016, this affordable housing project will not include a local worker requirement because the project budget is less than $2.5 million. However, construction project bid specifications require that vendors submit a Business Hiring Survey to match qualified public housing residents with available jobs. Residents that are interested in obtaining employment are encouraged to submit an Economic Opportunities Enrollment Form to the Housing Authority to identify their past work experience and refer them to job openings. If a potential job match is identified, the vendor’s information is provided to the resident and the resident is encouraged to apply.

The Housing Authority partners with the Los Angeles County Workforce Development, Aging and Community Services (WDACS) to implement a workforce development program at public housing developments located in the 1st, 2nd, 3rd and 5th Supervisory Districts. Residents who participate will be provided with employment and supportive services through a network of Los Angeles County America’s Job Centers of California (AJCC). For 4th Supervisory District residents, workforce development services are provided at the Carmelitos public housing development through Pacific Gateway and at the Harbor Hills public housing development through the South Bay Workforce Investment Board.

**ENVIRONMENTAL DOCUMENTATION**

The proposed Project, sealing of the floors, replacement of VCT, sheet vinyl, and resilient rubber base, and associated work, such as replacement of transition strips and floor seals inside the units, is within a class of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 of the CEQA Guidelines and Class 1 of the County’s Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the project is not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records. The project will not adversely affect natural watercourses, wetlands, environmentally
Honorable Housing Commissioners  
April 25, 2018  
Page 4

sensitive areas, remove scenic resources, remove rare plants or mature trees. Upon the Board’s approval of the proposed Project, we will file a Notice of Exemption with the County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

**CONTRACTING PROCESS**

On October 18, 2017, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Notices were electronically sent to all 395 Class B licensed contractors identified from the CDC’s vendor list to visit the CDC’s website and download the solicitation package. Advertisements also appeared in the Los Angeles Times newspaper, and on the County WebVen and CDC websites.

On November 16, 2017, two bids were received and formally opened. The lowest bidder, DHI Construction, Inc., was determined to be the lowest responsive and responsible and is being recommended for the Contract award.

The Summary of the Outreach Activities is provided in Attachment A.

**IMPACT ON CURRENT PROJECT**

Approval of the recommended actions will allow for flooring replacement at the Santa Monica RHCP housing developments and allow the Housing Authority to continue providing residents with modest affordable housing.

Respectfully submitted,

MONIQUE KING WIEHLAND  
Executive Director

Enclosures
ATTACHMENT A

Summary of Outreach Activities

On October 18, 2017, the following outreach was initiated to identify a contractor for flooring repair at the Santa Monica RHCP housing developments located at 1855 9th Street, 1450 14th Street, and 2006 20th Street, Santa Monica, CA 90404.

A. Newspaper Advertising

Announcements appeared in the following local newspaper:

Los Angeles Times

An announcement was also posted on the County WebVen and CDC websites.

B. Distribution of Bid Packages

The CDC's vendor list was used to email notices to 395 Class B licensed contractors to visit the CDC's website and download the solicitation package. As a result of the outreach, thirty-six bid packages were downloaded from the CDC web site.

C. Pre-Bid Conference and Site Walk

On November 1, 2017, a mandatory pre-bid conference and site walk was conducted. Six contractors were in attendance.

D. Bid Results

On November 16, 2017, a total of two bids were received and publicly opened. The bid result was as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHI Construction, Inc.</td>
<td>$295,472.00</td>
</tr>
<tr>
<td>PUB Construction, Inc.</td>
<td>$480,191.17</td>
</tr>
<tr>
<td>Engineers' Estimate</td>
<td>$300,000</td>
</tr>
</tbody>
</table>
E. Minority/Female Participation – Selected Contractor

<table>
<thead>
<tr>
<th>Name</th>
<th>Ownership</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHI Construction, Inc.</td>
<td>Non-Minority</td>
<td>Total: 8</td>
</tr>
<tr>
<td></td>
<td>No County certification</td>
<td>6 Minorities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 Women</td>
</tr>
<tr>
<td></td>
<td></td>
<td>75% Minorities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>25% Women</td>
</tr>
</tbody>
</table>

F. Minority/Female Participation – Contractors Not Selected

<table>
<thead>
<tr>
<th>Name</th>
<th>Ownership</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUB Construction, Inc.</td>
<td>Non-Minority</td>
<td>Total: 43</td>
</tr>
<tr>
<td></td>
<td>No County certification</td>
<td>36 Minorities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8 Women</td>
</tr>
<tr>
<td></td>
<td></td>
<td>84% Minorities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>19% Women</td>
</tr>
</tbody>
</table>

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

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.
ATTACHMENT B

Contract Summary

Project Name: Santa Monica RHCP Flooring Replacement Phase II Project
Location: 1855 9th St., 1450 14th St., and 2006 20th St., Santa Monica, CA 90404
Bid Number: CDC17-137
Bid Date: November 16, 2017
Contractor: DHI Construction, Inc.
Services: Includes sealing of the floors, replacement of VCT, sheet vinyl, and resilient rubber base, and associated work such as replacement of transition strips and floor seals inside the units.

Contract Documents: Part A – Instructions to Bidders and General Conditions; Part B – Specifications; Part C – Bidder’s Documents, Representations, Certifications, Bid, Other Statements of Bidder; and all Addenda to the Contract Documents.

Time of Commencement and Completion: The work to be performed under this Contract shall commence within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within One Hundred and Twenty (120) calendar days following the required commencement date.

Liquidated Damages: In the event of a breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of Five Hundred Dollars and Zero Cents ($500.00) as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

Contract Sum: The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of Two Hundred and Ninety Five Thousand Four Hundred and Seventy Two Dollars and Zero Cents ($295,472). The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

Contract Contingency: $59,094
Typical exterior view of the building. (3 Sites)

Typical condition of the VCT on the first floor
Typical condition of the VCT on the second floor

Another typical condition of the VCT on the second floor
April 25, 2018

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

ADOPT RESOLUTION DECLARING INTENT TO ISSUE MULTIFAMILY HOUSING MORTGAGE REVENUE BONDS FOR MULTIFAMILY IN UNINCORPORATED EAST LOS ANGELES (DISTRICT 1)

SUBJECT

This letter requests that your Board adopt a Resolution declaring the intent to issue Multifamily Housing Mortgage Revenue Bonds to finance the acquisition, construction and development of Whittier Place Apartments Phase II, a 34-unit multifamily rental housing development to be located at 4101-4117 Whittier Boulevard in unincorporated East Los Angeles. This letter relates to another item on the agenda of the Board of Supervisors for approval of the issuance of bonds.

IT IS RECOMMENDED THAT THE COMMISSION:

1. Recommend that the Board of Commissioners find that this adoption of a resolution declaring intent to issue Multifamily Housing Mortgage Revenue Bonds is not subject to the California Environmental Quality Act (CEQA) because the proposed activity is not defined as a project under CEQA.

2. Recommend that the Board of Commissioners adopt and instruct the Chair to sign a Resolution, as required under Treasury Regulations, declaring an intent by East LA Community Corporation (Developer), or an affiliate or assigned thereof, to undertake bond financing in an amount not exceeding $15,000,000 to finance the acquisition, construction and development of Whittier Place Apartments, Phase II, a 34-unit multifamily rental housing development to be located at 4101-4117 Whittier Boulevard in unincorporated East Los Angeles (Project).
3. Recommend that the Board of Commissioners authorize the Executive Director or her designee to submit an application to the California Debt Limit Allocation Committee (CDLAC) for a private activity bond allocation on an aggregate amount not exceeding $15,000,000 for the purposes described herein.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to declare the intent to issue of Multifamily Housing Mortgage Revenue Bonds in an aggregate amount not exceeding $15,000,000 to finance the construction and development of the Project.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The Bonds will be repaid solely through rent revenues collected by the Developer. The Developer will pay all fees and related costs.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Project, to be located at 4101-4117 Whittier Boulevard in unincorporated East Los Angeles, will consist of a one-story apartment building, comprised of 13 studio units, 20 one-bedroom units and one two-bedroom unit, for a total of 34 units. All of the affordable units will be reserved for households with income that do not exceed 30% of the area median income for the Los Angeles-Long Beach Metropolitan Statistical Area, adjusted for household size, as determined by the U.S. Department of Housing and Urban Development (HUD). The affordability requirements will remain in effect for 55 years. Eighteen units will be occupied by veterans experiencing homelessness and the remaining 15 units will be occupied by mentally ill homeless individuals. The two-bedroom unit will be set-aside for the property manager and will have no affordability requirements.

Adoption of the Resolution by your Board announcing the intent to issue Multifamily Housing Mortgage Revenue Bonds is required to establish a base date after which costs incurred by the Developer may be included in the construction and permanent financing obtained pursuant to issuance of the tax-exempt bonds.

On April 18, 2018, the Housing Authority conducted a hearing at its office located at 700 West Main Street in Alhambra regarding the issuance of multifamily bonds to finance the Project, pursuant to Section 147(f) of the Internal Revenue Code. No comments were received at the public hearing concerning the issuance of the bonds or the nature and location of the Project.

The attached Resolution was prepared by Kutak Rock, Housing Authority Bond Counsel, and approved as to form by County Counsel.
ENVIRONMENTAL DOCUMENTATION

Approval of this action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines Sections 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT PROJECT

The proposed action is a necessary step to provide bond financing for the Project, which will increase the supply of affordable multifamily housing in the County with long-term affordability.

Respectfully submitted,

MONIQUE KING-YIEHLAND
Executive Director

MKV:KT:jwr

Enclosures
RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE COUNTY OF LOS ANGELES OFFICIAL.
DECLARATION OF INTENT TO UNDERTAKE THE FINANCING OF A
MULTIFAMILY HOUSING PROJECT AND RELATED ACTIONS

WHEREAS, the Housing Authority of the County of Los Angeles (the "Authority") is authorized and empowered by the provisions of Chapter 1 of Part 2 of Division 24 of the Health and Safety Code of the State of California (the "Act") to issue and sell mortgage revenue bonds or notes as part of a plan of financing for the purpose of making loans or otherwise providing funds to finance the acquisition, construction, rehabilitation and development of multifamily residential rental housing projects, including units for households meeting the income limits set forth in the Act; and

WHEREAS, East LA Community Corporation (or an affiliate or assign thereof) (the "Borrower"), has requested that the Authority issue and sell its mortgage revenue bonds or notes pursuant to the Act to provide financing (including reimbursement of Borrower’s expenditures) for the acquisition, construction, development and rehabilitation of a scattered-site multifamily rental housing development consisting of 34 units located at 4101-4117 Whittier Boulevard, Los Angeles, CA 90023, located in unincorporated Los Angeles County (the "Project"); and

WHEREAS, this Board of Commissioners of the Authority (the "Board") hereby finds and declares that it is necessary, essential and a public purpose for the Authority to finance multifamily housing projects pursuant to the Act, in order to increase the supply of multifamily housing in Los Angeles County available to persons and families within the income limitations established by the Act; and

WHEREAS, as an inducement to the Borrower to carry out the Project, this Board desires to adopt this resolution (this "Resolution") and to authorize the issuance of mortgage revenue bonds by the Authority to finance the Project in a principal amount not to exceed $15,000,000; and

WHEREAS, the Authority, in the course of assisting the Borrower in the financing of the Project expects that the Borrower has paid or may pay certain expenditures (the "Reimbursement Expenditures") in connection with the Project within 60 days prior to the adoption of this Resolution and may incur additional Reimbursement Expenditures within 60 days prior to the adoption of this Resolution and prior to the issuance of indebtedness for the purpose of financing costs associated with the Project on a long-term basis; and

WHEREAS, Section 1.142-4 and Section 1.150-2 of the Treasury Regulations require the Authority to declare its reasonable official intent to reimburse prior expenditures for the Project with proceeds of a subsequent borrowing; and

WHEREAS, Section 146 of the Internal Revenue Code of 1986 limits the amount of multifamily housing mortgage revenue bonds that may be issued in any calendar year by entities
within a state and authorizes the governor or the legislature of a state to provide the method of allocation within the state; and

WHEREAS, Chapter 11.8 of Division 1 of Title 2 of the Government Code of the State of California (the “Government Code”) governs the allocation of the state ceiling among governmental units in the State of California having the authority to issue multifamily housing mortgage revenue bonds; and

WHEREAS, Section 8869.85 of the Government Code requires a local agency to file an application with the California Debt Limit Allocation Committee (“CDLAC”) prior to the issuance of multifamily housing mortgage revenue bonds; and

WHEREAS, this Board hereby finds and declares that this resolution is being adopted pursuant to the powers granted by the Act.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The above recitals, and each of them, are true and correct.

2. This Board hereby determines that it is necessary and desirable to provide a plan of financing for the Project by the issuance and sale of mortgage revenue bonds or notes (herein “Bonds”) pursuant to the Act and hereby authorizes the issuance and sale of the Bonds in one or more series from time to time by the Authority in aggregate principal amounts not to exceed $15,000,000. This action is taken expressly for the purpose of inducing the Borrower to undertake the Project, provided that nothing contained herein shall be construed to signify that the Project complies with the planning, zoning, subdivision and building laws and ordinances applicable thereto or to suggest that the Authority or any officer, agent or employee of the Authority will grant any approval, consent or permit which may be required in connection with the acquisition and construction or rehabilitation of the Project or the issuance of the Bonds.

3. The issuance and sale of the Bonds shall be upon such terms and conditions as may be agreed upon by the Authority and the Borrower and the initial purchasers of the Bonds; provided, however, that the Bonds shall not be sold or issued unless specifically authorized by the subsequent resolution of this Board.

4. This Resolution is being adopted by the Authority for purposes of establishing compliance with the requirements of Section 1.142-4 and Section 1.150-2 of the Treasury Regulations. In that regard, the Authority hereby declares its official intent to use proceeds of indebtedness to reimburse the Reimbursement Expenditures. Notwithstanding the foregoing, this resolution does not bind the Authority to make any expenditure, incur any indebtedness, or proceed with the Project.

5. The proper officers of the Authority are hereby authorized to file an application with CDLAC and directed to apply to CDLAC for a private activity bond allocation for application by the Authority to the issuance the Bonds in one or more series from time to time for the Project in an amount not to exceed $15,000,000, to collect from the Borrower an amount equal to the performance deposit required by CDLAC and to
certify to CDLAC that such amount has been placed on deposit in an account in a financial institution.

6. The proper officers of the Authority are hereby authorized and directed to take whatever further action relating to the aforesaid financial assistance may be deemed reasonable and desirable provided that the terms and conditions under which the Bonds are to be issued and sold shall be approved by this Board in the manner provided by law prior to the sale thereof.

7. This Resolution shall take effect immediately upon its adoption.

[Remainder of page intentionally left blank]
PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Los Angeles, State of California, this ____ day of ______, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

By: ________________________________
Chair of the Board of Commissioners

ATTEST:
SACHI A. HAMAI,
Chief Executive Officer-Clerk
of the Board of Commissioners

By: ________________________________
Deputy

APPROVED AS TO FORM:
MARY C. WICKHAM,
County Counsel

By: ________________________________
Deputy
April 25, 2018

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

ACCEPTANCE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR PROJECTS IDENTIFIED IN THE FISCAL YEAR 2018-2019 ACTION PLAN FOR THE ALLOCATION OF FEDERAL FUNDS AND CONTINUED ADMINISTRATION OF PRIOR YEAR FUNDS IN ONGOING ACTIVITIES (ALL DISTRICTS)

SUBJECT

This letter recommends the use of $2,565,924 in Fiscal Year (FY) 2018-2019 Community Development Block Grant (CDBG) funds from the Community Development Commission of the County of Los Angeles (Commission), and the continued administration of $220,000 in prior year CDBG funds. The FY 2018-2019 CDBG funds will be used for CDBG-eligible programs administered by the Housing Authority of the County of Los Angeles (Housing Authority) and are included in the County of Los Angeles’ (County) FY 2018-2019 Action Plan (Action Plan), which will be presented to the Board of Supervisors on May 22, 2018.

IT IS RECOMMENDED THAT THE COMMISSION:

1. Recommend that the Board of Commissioners find that the use of $2,565,924 in FY 2018-2019 CDBG funds and $220,000 in prior year CDBG funds is not subject to the provisions of the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA.

2. Recommend that the Board of Commissioners authorize the Executive Director, or her designee, to accept $2,565,924 in FY 2018-2019 CDBG funds from the Commission; and to continue to administer $220,000 in prior year CDBG funds, through the Housing Authority’s annual budget.
approval process, subject to final notification of approval by the U.S. Department of Housing and Urban Development (HUD).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The National Affordable Housing Act of 1990 (Cranston/Gonzalez Housing Act), as amended in 1992, requires that the County provide a single, consolidated submission of the proposed expenditure of funds to be eligible for HUD formula grant funding, including CDBG, HOME Investment Partnerships, and Emergency Solutions Grant. The Action Plan for FY 2018-2019 satisfies these federal requirements to provide for the release of funds. In addition to a new Action Plan, a new Consolidated Plan for the period of 2018-2023 will be approved by the Board of Commissioners.

The Action Plan identifies a total of $2,565,924 in new CDBG funds for eight projects to be administered by the Housing Authority. The purpose of this letter is to authorize these new CDBG funds, and to continue to administer $220,000 in previously approved CDBG funds, for a total amount of $2,785,924. Attachment A provides a breakdown of the funds allocated to the Housing Authority by project, as well as a description of each project to be funded.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The Action Plan allocates $2,565,924 in new CDBG funds to be used in conjunction with $220,000 in prior year CDBG funds, for a total of $2,785,924 to be included in the Housing Authority's FY 2018-2019 budget approval process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On May 28, 2013, the Board of Supervisors approved the Five-Year Consolidated Plan for 2013-2018. The current FY 2017-2018 Action Plan and the 2013-2018 Consolidated Plan end on June 30, 2018, and new plans must be adopted by the Board of Supervisors in order to receive continued funding from HUD. The Action Plan includes a description of the activities to be undertaken during FY 2018-2019 to address the objectives of the Consolidated Plan's five-year strategy. The new Housing Authority projects included in the Action Plan are provided in Attachment A.

All of the projects proposed in the Action Plan will be 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 persons of limited means, 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 will apply the General Relief Opportunity
for Work (GROW) Program, which furthers the same or similar goals.

**ENVIRONMENTAL DOCUMENTATION**

The acceptance of the FY 2018-2019 CDBG funds from the Commission is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34(a)(3) because it is an administrative action and does not involve activities that will alter existing environmental conditions. The action is not subject to the provisions of 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.

**IMPACT ON CURRENT PROJECTS**

The projects contained in the Action Plan will benefit residents of limited means in the unincorporated County and participating cities.

Respectfully submitted,

MONIQUE KING-MIEHLAND
Executive Director

Enclosures
# ATTACHMENT A

## HOUSING AUTHORITY PROJECTS FOR FISCAL YEAR 2018-2019

<table>
<thead>
<tr>
<th>Project Title (District)</th>
<th>Project Description</th>
<th>Carry Over Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arizona &amp; Olympic Kitchen and Bathroom Rehabilitation (1) Project Number 601893</td>
<td>This project will remodel the kitchens at the Arizona &amp; Olympic Public Housing Development. The rehabilitation work includes installing new cabinets, countertops, ranges, hood vents, sinks, faucets, flooring, and painting.</td>
<td>$100,000</td>
</tr>
<tr>
<td>Ujima Village Disposition (2) Project Number 601946</td>
<td>This activity will temporarily maintain the vacant property that was formerly the site of the Ujima Village Housing Development. Currently, disposition of the land to the Los Angeles County Department of Parks and Recreation (DPR) is pending. Upon transfer of the property, DPR will create a new park on the land.</td>
<td>$20,000</td>
</tr>
<tr>
<td>Carmelitos Security Cameras (4) Project Number 601896</td>
<td>This new activity will install security cameras in strategic areas throughout the Carmelitos Public Housing Development site.</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

<p>| <strong>TOTAL CONTINUING PROJECTS</strong> | <strong>$220,000</strong> |</p>
<table>
<thead>
<tr>
<th>Project Title (District)</th>
<th>Project Description</th>
<th>New Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>East County Scattered Sites Kitchen Rehabilitation (1)</td>
<td>This new project remodels kitchens and bathrooms in 16 housing units at four (4) East County Public Housing sites. Kitchen work includes new cabinets, countertops, hood vents, sinks, faucets, floor tiles, and wall painting. Bathroom work includes replacing bathroom tubs, sinks, medicine cabinets, shower valves, faucets, toilets, flooring, and painting.</td>
<td>$265,924</td>
</tr>
<tr>
<td>Project Number 601931</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nueva Maravilla Plumbing System Improvement (1)</td>
<td>This new project provides for plumbing system improvement for all 504 units at the Nueva Maravilla Housing Development.</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Project Number 601940</td>
<td></td>
<td></td>
</tr>
<tr>
<td>East County Senior Sites Power Generators (1)</td>
<td>This new project provides for the installation of power generators at three (3) senior housing developments as part of an emergency preparedness strategy.</td>
<td>$300,000</td>
</tr>
<tr>
<td>Project Number 601942</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quartz Hill Site Improvements (5)</td>
<td>This new activity provides exterior improvements, including parking lot resurfacing, exterior painting, fascia repair, and wood replacement, at the Quartz Hill Family Housing Development. The locations are: Quartz Hill (family), 5028 West Avenue L12, Quartz Hill, CA; and Quartz Hill II (family) 42051 51st Street West, Quartz Hill, CA.</td>
<td>$250,000</td>
</tr>
<tr>
<td>Project Number 601999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quartz Hill Security Cameras (5)</td>
<td>This project will install CCTV security cameras, electrical, wiring, and associated work at the Quartz Hill I &amp; II Family Housing Developments. The locations are: Quartz Hill (family), 5028 West Avenue L12, Quartz Hill, CA; and Quartz Hill II (family) 42051 51st Street West, Quartz Hill, CA.</td>
<td>$150,000</td>
</tr>
<tr>
<td>Project Number 60200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>South Bay Gardens Unit Flooring (2)</td>
<td>This new project provides for replacing the flooring for all 100 units at the South Bay Gardens Senior complex.</td>
<td>$300,000</td>
</tr>
<tr>
<td>Project Number 601944</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lancaster Homes (5) Re-Pipe &amp; Plumbing</td>
<td>This project will replace the plumbing lines throughout the Lancaster Homes Senior Housing Development, located at 711-737 W. Jackman Street, Lancaster, CA.</td>
<td>$300,000</td>
</tr>
<tr>
<td>Project Number 602001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL NEW PROJECTS:</td>
<td></td>
<td>$2,565,924</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td>$2,785,924</td>
</tr>
</tbody>
</table>