



Sean Rogan
Executive Director

COMMUNITY DEVELOPMENT COMMISSION
of the County of Los Angeles

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Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

ADOPTED

Community Development Commission

March 08, 2011

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

#2-D MARCH 8, 2011

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Commissioners:

**APPROVE AMENDMENT NO. 3 TO HOMELESSNESS PREVENTION AND RAPID RE-HOUSING
PROGRAM ADVANCE CONTRACT FOR THE LOS ANGELES HOMELESS SERVICES
AUTHORITY DATA COLLECTION AND EVALUATION PROJECT
(ALL DISTRICTS) (3 VOTE)**

SUBJECT

This letter recommends approval of an amendment to the Homelessness Prevention and Rapid Re-Housing Program (HPRP) Advance Contract with the Los Angeles Homeless Services Authority (LAHSA) for its Data Collection and Evaluation project. The amendment reduces the contract amount from \$803,744 to \$478,744, to collect data on HPRP-assisted populations and to analyze expenditure patterns, which will be reported in the Homeless Management Information System (HMIS).

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve Amendment No. 3 to the HPRP Advance Contract No. 102006 with LAHSA for its Data Collection and Evaluation project, presented in substantially final form, to decrease the amount from \$803,744 to \$478,744, to be effective from the date of Board approval, through June 30, 2012, and to reprogram the balance of \$325,000 to HPRP housing subsidy projects.
2. Instruct the Executive Director or his designee to execute the standard HPRP Advance Contract Amendment, on behalf of the County of Los Angeles (County), following approval as to form by County Counsel.
3. Instruct the Executive Director to identify and reprogram unexpended, disallowed, or recovered

HPRP funds as a result of full or partial HPRP contract terminations or budget revisions.

4. Find that approval of the HPRP Advance Contract Amendment is not subject to the provisions of the California Environmental Quality Act (CEQA) because the action is not defined as a project under CEQA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

LAHSA is a joint powers agency of the County and the City of Los Angeles that coordinates services for homeless persons in the County and the City. LAHSA was awarded a contract to utilize HMIS to collect data on HPRP-assisted populations and to analyze expenditure patterns. The Commission and LAHSA have identified savings within the contract, which will be reprogrammed to housing subsidy projects administered by the Department of Public Social Services and the Department of Community and Senior Services that are in need of additional funding to continue serving clients.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. Amendment No. 3 will reduce the contract amount by \$325,000, from \$803,744 to \$478,744. The balance of \$325,000 will be reprogrammed to housing subsidy projects.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On April 28, 2009, your Board approved an amendment to the Fiscal Year 2008-2009 Action Plan to accept \$12,197,108 in HPRP funds as part of the American Recovery and Reinvestment Act of 2009. On September 15, 2009, your Board approved an HPRP Advance Contract with LAHSA to provide data collection and evaluation of HPRP assistance and expenditures using the HMIS.

ENVIRONMENTAL DOCUMENTATION

Approval of this action 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 involves administrative activities that will not have a physical impact on or result in any physical changes to the environment. 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.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approving Amendment No. 3 will improve HPRP program efficiency and allow additional persons to receive housing subsidy assistance.

The Honorable Board of Supervisors

3/8/2011

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sean Rogan", followed by a horizontal line extending to the right.

SEAN ROGAN

Executive Director

SR:rw

Enclosures

**COUNTY OF LOS ANGELES
HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM
ADVANCE CONTRACT
WITH A PUBLIC AGENCY
AMENDMENT NUMBER 3**

PROJECT TITLE: Data Collection and Evaluation

PROJECT NUMBER: HPRP22-09

CONTRACT NUMBER: 102006

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

WITNESSETH THAT:

WHEREAS, the County has entered into a Contract with the United States of America, through its Department of Housing and Urban Development (HUD), to execute the County's Homelessness Prevention and Rapid Re-Housing Program, hereinafter called "HPRP," which includes the project described herein, authorized under Title XII of the American Recovery and Reinvestment Act of 2009; and

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

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

1. **COMPENSATION AND METHOD OF PAYMENT** has been amended to show the following: four hundred seventy-eight thousand seven hundred forty-four dollars (**\$478,744**). This is a decrease of three hundred twenty-five thousand dollars (**\$325,000**).
2. **BUDGET SECTION** is amended to reflect the new compensation amount of: four hundred seventy-eight thousand seven hundred forty-four dollars (**\$478,744**).

This contract amends the original contract to reflect the additions and/or change(s) noted above, and this section(s) should be substituted in its entirety or added to the previously executed contract. All other terms and conditions of said contract shall remain the same.

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

COUNTY OF LOS ANGELES

LOS ANGELES HOMELESS SERVICES
AUTHORITY

Operating Agency

By: _____
SEAN ROGAN, Executive Director
Community Development Commission
Of the County of Los Angeles

By: _____
Title: _____

APPROVED AS TO FORM:

APPROVED AS TO PROGRAM:

ANDREA SHERIDAN ORDIN
County Counsel

SEAN ROGAN, Executive Director
Community Development Commission
Of the County of Los Angeles

By: _____
Deputy

By: _____
Director, CDBG

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

Contract No. 102006 Version 3

PROJECT**OPERATING AGENCY**

<p>Project No: HPRP22-09 Title: Data Collection and Evaluation Funding Period: 9/15/2009 To: 6/30/2012 Jurisdiction: HPRP Program</p>	<p>Organization Name: Los Angeles Homeless Services Authority Type: Other Public Agency CDC Program Mgr: Greg Jordan</p>
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Project Administration

Michael Arnold, Executive Director
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017
(213) 683-3333
(213) 892-0093 (fax)
marnold@lahsa.org

Eligibility Summary

Funding Source: HPRP
HUD Code: 05Q Subsistence Payments
Eligibility Citation: HPRP
National Objective: EXE
Nat. Objective Citation: N/A
Est. Accomplishments: 4191 Performance Indicator: People (General)

Activity Summary

This project provides the Los Angeles Homeless Services Authority (LAHSA) with funding for the collection, evaluation, and reporting of client-level data through the Homeless Management Information System (HMIS).

LAHSA will provide the Community Development Commission, Chief Executive Office County Departments and Non-Profit Partners receiving Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds with project management, data migration and data integrity services, end-users training, reporting services and technical support to ensure compliance with the American Recovery and Reinvestment Act of 2009 (ARRA).

The data collection and evaluation performed by LAHSA will support the County's service provision to an estimated 4,191 people (1,769 families and 922 individuals/couples will benefit from case management services, plus 1,500 families and individuals will benefit from stabilization services).

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

Special Conditions

The Operating Agency must maintain payroll and time attendance records signed by the employee and approved by the supervisor. Time distribution records must reflect total work time on a daily basis by program and/or funding source, as applicable.

The Operating Agency will comply with procurement standards outlined in 24 CFR, Part 85, Section 85.36 of the Common Rule, entitled Procurement, for the purchase of all equipment, supplies, and contracted services using CDBG funds.

The Operating Agency is responsible for monitoring the activities of the subrecipient for program implementation, compliance with federal and county financial requirements, including the requirements specified under "Retention of Financial Records," and compliance with all other applicable regulations.

The Operating Agency shall maintain during the term of this Contract and for a period of five (5) years after the expiration of the contract complete and adequate financial records and accounts as considered necessary by the Community Development Commission (CDC) to assure proper accounting for all program funds and to support all program expenditures. These records and accounts shall include, but not be limited to, the following:

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

The Operating Agency shall execute a professional services agreement with each consultant/contractor prior to incurring any costs or distributing any CDBG or ESG funds, in compliance with federal contractual requirements.

In accordance with the HUD Agreement, the Operating Agency may incur cost as of August 18, 2009.

Prior to submission to HUD, HPRP data is subject to review by the Community Development Commission (CDC).

The Operating Agency must spend at least 60 percent of their funds within two (2) years of the date of the Grant Agreement and 100 percent of funds within three (3) years of this date. If the Operating Agency fails to meet the 2 Year Statutory Expenditure Deadline, CDC may proceed to recapture the unused HPRP funds and reallocate them. Therefore, each quarter the CDC will review the project (s) expenditure rate. If the Operating Agency has not expended at least 60 percent of its HPRP funds within 18 months of the date that the Acknowledgement of Receipt of Funding and Program Compliance Requirements for the HPRP document was signed, the Department will be deemed to be noncompliant with the County’s Financial Performance Policy. This may result in the recapture of enough funds to bring the Department into compliance.

The Operating Agency must report the number of full-time equivalency (FTE) of all unduplicated permanent and temporary, full- and part-time jobs created and retained by this activity in each Quarterly Performance Report. The FTEs must be calculated using the methodology of dividing all hours worked in the quarter by the total number of hours in a full-time schedule of 520 hours per quarter (40 hours per week x 13 weeks per quarter). Operating Agencies will also be required to report on the types of jobs created for this activity.

Contracted Services/Subrecipients

LAHSA has contracted with Adsystem, Inc. (Adsystem, the sole proprietor of the HMIS software to provide Continuum-level HMIS data collection, analytical and reporting services. LAHSA will also utilize their services for the HPRP Program.

Funding Summary

<u>Cost Category</u>	<u>Amount</u>
Personnel	\$395,295.00
Non-Personnel	\$83,449.00
Total	\$478,744.00

Service Area

<u>Region</u>		<u>Population</u>	<u>Low/Mod Pop</u>
District 1	Unincorporated	1,868,416	1,066,808
District 2	Unincorporated	1,879,619	1,094,089
District 3	Unincorporated	1,882,857	756,957

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

District 4	Unincorporated	1,857,856	680,159
District 5	Unincorporated	1,873,207	601,554
Grand Total:		9,361,955	4,199,567 44.86% Low/Mod