



County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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PHILIP L. BROWNING
 Director

SHERYL L. SPILLER
 Chief Deputy

March 08, 2011

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

Dear Supervisors:

RECOMMENDATION TO APPROVE FIVE-MONTH EXTENSION OF THE SHELTER SERVICES FOR HOMELESS GENERAL RELIEF APPLICANTS/PARTICIPANTS CONTRACT WITH THE LOS ANGELES FAMILY HOUSING CORPORATION (ALL DISTRICTS – 3 VOTES)

SUBJECT

The Department of Public Social Services (DPSS) continues to require emergency shelter services from the Los Angeles Family Housing Corporation (LAFHC), a private, nonprofit organization, to provide emergency shelter services to homeless General Relief (GR) applicants and to some GR participants under special circumstances. A five-month extension of the Shelter Services for Homeless GR (SSHGR) Applicants and Participants contract will provide sufficient time to execute a new contract and align the contract expiration date with the other two shelter services contracts with Single Room Occupancy Housing Corporation and Weingart Center Association that expire on August 31, 2011.

IT IS RECOMMENDED THAT YOUR BOARD:

Delegate authority to the Director of the DPSS to prepare and execute a contract amendment (substantially similar to the attached amendment) to extend the SSHGR Applicants and Participants contract with LAFHC for a period of five months, effective April 1, 2011 through August 31, 2011. The estimated cost of the extension is \$73,440, which will be fully funded by existing net County costs (NCC). Emergency shelter services will continue to be provided to GR homeless applicants and approved GR participants who experience a catastrophe, limited to fire, flood, storm, earthquake, and eviction by a public authority on the grounds of substandard housing. Funding is included in the Department's Fiscal Year (FY) 2010-11 Adopted Budget and the FY 2011-12 budget request.

ADOPTED

BOARD OF SUPERVISORS
 COUNTY OF LOS ANGELES

#20 MARCH 8, 2011

Sachi A. Hamai
 SACHI A. HAMAI
 EXECUTIVE OFFICER

Board of Supervisors
 GLORIA MOLINA
 First District
 MARK RIDLEY-THOMAS
 Second District
 ZEV YAROSLAVSKY
 Third District
 DON KNABE
 Fourth District
 MICHAEL D. ANTONOVICH
 Fifth District

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended action will allow DPSS to continue to provide emergency shelter services for GR applicants and approved GR participants. Under the SSHGR Applicants and Participants contract, LAFHC provides temporary housing by reserving 20 shelter beds for DPSS' exclusive use each day until 6:00 p.m.

DPSS is requesting a five-month extension to allow for the completion of a solicitation to identify agencies that are interested in providing emergency shelter services to the County. Further, the extension will enable the Department to align the LAFHC contract expiration date of March 31, 2011, with the Single Room Occupancy Housing Corporation and Weingart Center Association contract expiration dates of August 31, 2011, and allow for a single solicitation process for all three contracts.

Implementation of Strategic Plan Goals

The contract is consistent with the principles of the Countywide Strategic Plan's Goal #1 Operational Effectiveness: Maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services; Goal #2 Children, Family, and Adult Well-Being: Strategy #5 Maximize Resources, and Goal #3 Community and Municipal Services: Strategy 4 – Housing Opportunities.

FISCAL IMPACT/FINANCING

The total cost of the extension for the LAFHC contract for the five-month period is estimated to be \$73,440. This estimated cost will be fully funded by NCC. Funding for the amendment is included in the DPSS FY 2010-11 Adopted Budget and the DPSS FY 2011-12 budget request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contract is authorized under California Government Code Section 26227. In 1988, the Ross and Tan v. Board of Supervisors and Tanaka lawsuit required DPSS to ensure all homeless GR applicants are provided shelter. In addition, emergency shelter services are provided to GR participants who experience a catastrophe, which is limited to fire, flood, storm, earthquake, and eviction by a public authority on the grounds of substandard housing.

LAFHC has provided emergency shelter services to homeless GR applicants and participants in a safe and clean environment since 1986. LAFHC continuously met all performance standards as outlined in the existing contract. The facility is located in North Hollywood in the Third Supervisorial District.

The Department of Health Services has made monthly inspections at the facility to ensure compliance with all health and safety conditions and building code requirements.

On March 7, 2006, the Board of Supervisors approved the SSHGR Applicants and Participants contract with LAFHC. The contract began on April 1, 2006 with the option to extend for two additional one-year periods. The contract with LAFHC, Amendment Number One, executed on March 10, 2009, extended the term of the contract from April 1, 2009 through March 31, 2010. Amendment Number Two, executed on March 18, 2009, extended the term of the contract from April 1, 2010 through March 31, 2011.

The current LAFHC contract for emergency shelter services expires on March 31, 2011. The extension will avoid an interruption in services and enable the Department to align the contract expiration date with the August 31, 2011 expiration dates for the Single Room Occupancy Housing Corporation and Weingart Center Association Shelter Services contracts, and allow for a single solicitation process for all three contracts.

DPSS would like to continue contracting with LAFHC until the completion of a solicitation process leading to a new contract award, effective September 1, 2011. Other than the extension of the contract term the amendment will extend the current contract under the existing terms and conditions.

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

CONTRACTING PROCESS

The current contract was negotiated as a sole source contract. The current contract was effective April 1, 2006 and will expire March 31, 2011. The County has contracted with LAFHC for emergency shelters services under the SSHGR Applicants and Participants contract since December 1986.

The Department evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply as the contract was not awarded under the provisions of Chapter 2.121. These services cannot be effectively performed by County employees because they require the development and utilization of resources that are not available in the County system.

CONTRACTOR PERFORMANCE

GR applicants and participants were provided emergency shelter services each day in a safe and clean environment. Approximately 190 applicants/participants were placed in the emergency shelter during the April 1, 2009 through March 31, 2010 contract term.

The monitoring of the SSHGR Applicants and Participants contract is performed on an annual basis and includes an evaluation of monthly invoices and onsite monitoring for fiscal, administrative and service delivery compliance. Monitoring results for the most recent monitoring period indicate LAFHC is in compliance with the contract requirements. Through annual monitoring, LAFHC continues to perform satisfactorily. LAFHC's overall performance from April 1, 2009 through March 31, 2010 was satisfactory.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Failure to extend the LAFHC contract term will cause an interruption in emergency shelter services to homeless GR applicants and participants, and impact the availability of services with one less contract.

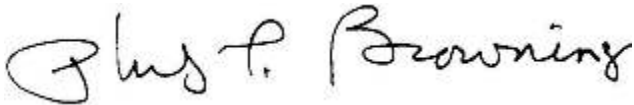
The contract extension will allow a continuation of the same level of emergency shelter services as currently provided in the existing contract.

The contract will not infringe on the role of the County in relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

CONCLUSION

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board Letter to the Department of Public Social Services.

Respectfully submitted,

A handwritten signature in black ink that reads "Philip L. Browning". The signature is written in a cursive style with a large initial "P" and "B".

PHILIP L. BROWNING
Director

PLB:WC:srg

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

**AMENDMENT NUMBER THREE
TO THE
SHELTER SERVICES FOR HOMELESS GENERAL RELIEF
APPLICANTS/PARTICIPANTS
AGREEMENT**

Reference is being made to the document entitled "*Shelter Services for Homeless General Relief Applicants/Participants Agreement by and between County of Los Angeles and Los Angeles Family Housing Corporation, a private, non-profit services Agency,*" dated March 7, 2006 and further identified as County Contract #75594, Amendment Number One, dated March 25, 2009, Amendment Number Two, dated March 30, 2010, Amendment Number Three herein referred to as "Agreement."

Effective upon the signature of the Director of the Department of Public Social Services, the Agreement is amended as follows:

A. Section III, TERM OF CONTRACT, paragraph 1.0, has been amended as follows:

4.1 The term of the Agreement shall be extended for five months beginning April 1, 2011 and ending August 31, 2011.

B. Section V, COMPENSATION, Sub-paragraph .3, Contract Cost, has been amended as follows:

.3 The estimated cost of the Contract extension is \$73,440 for the five-month period, for twenty (20) beds per night at a rate of \$24.00 per bed, per night.

All other Terms and Conditions of this Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment Number Three to be executed on this _____ day of _____ 2011.

COUNTY OF LOS ANGELES

By: _____
Philip L. Browning, Director
Department of Public Social Services

Date _____

LOS ANGELES FAMILY HOUSING CORPORATION

By: _____
Stephanie Klasky-Gamer, Chief Executive Officer
Los Angeles Family Housing Corporation

Date _____

APPROVED AS TO FORM FOR COUNTY:

BY THE OFFICE OF COUNTY COUNSEL
Andrea Sheridan Ordan, County Counsel

By: _____
David Beaudet
Senior Deputy County Counsel

**GENERAL RELIEF
5 MONTHS BUDGET**

DIRECT COSTS

	Number of Staff	FTE	Rate	5 Months Total
Wages:				
Case Manager	3	10%	18.00	4,680
Intake Coordinator	1	10%	17.30	1,499
Program Director	1	10%	82,000	3,417
Security	8	10%	10.75	7,453
Kitchen Staff	6	10%	10.50	5,460
Maintenance Staff	1	10%	15.00	1,300
Housekeeping	2	10%	10.75	1,863
Total	22			25,673

Benefits:

FICA			7.65%	1,964
SUI	22	10%	5.60%	359
Medical Insurance	22	10%	340.00	3,740
W Comp			10.21%	2,620
Total Benefits				8,684

Other Direct Costs:	Annual Budget	Allocation Rate	5 Months Total
Equipment/Furnishing	36,000	10%	1,500
Food	129,000	10%	5,375
Insurance	26,000	10%	1,083
Laundry & Uniform	2,600	10%	108
Property Tax (Shelter)	3,500	10%	146
Repair & Maintenance	165,500	10%	6,896
Rubbish	17,500	10%	729
Supplies	29,100	9%	1,121
Telephone	9,200	10%	383
Training	2,800	10%	117
Transportation	33,200	9%	1,291
Utilities	108,500	10%	4,521
Total Other Direct Costs			23,270
TOTAL DIRECT COSTS			57,627

<u>INDIRECT COSTS:</u>	Annual Budget	Allocation Rate	5 Months Total
Accounting	101,600	10%	6,773
Management Overhead Staff	111,600	10%	7,440
Audit	24,000	10%	1,600
TOTAL INDIRECT COSTS			15,813

TOTAL EXPENSES			73,440
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