



**County of Los Angeles**  
**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

510 S. Vermont Avenue, Los Angeles, California 90020  
(213) 351-5602



BRANDON T. NICHOLS  
Director

JENNIE FERIA  
Chief Deputy Director

Board of Supervisors  
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Fourth District  
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Fifth District

October 22, 2024

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

Dear Supervisors:

**REQUEST TO EXTEND THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES-TEMPORARY SHELTER CARE FACILITY CONTRACT**

**(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

The Department of Children and Family Services (DCFS) requests the Board's approval to execute Amendment One to extend the current Department of Children and Family Services-Temporary Shelter Care Facility (DCFS-TSCF) Contract Number 21-0074 with Penny Lane Centers (Penny Lane), effective January 1, 2025, through December 31, 2025, with two optional one-year extension periods through December 31, 2027.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Director of DCFS, or designee, to execute DCFS-TSCF Contract Amendment One, substantially similar to the attached amendment with Penny Lane to extend the current contract, effective January 1, 2025 through December 31, 2025, with two optional one-year extension periods through December 31, 2027. The Maximum Annual Contract Amount for this extension will be \$548,271 and the total Maximum Contract Sum for the three-year term will be \$1,644,813.

*"To Enrich Lives Through Effective and Caring Service"*

2. Delegate authority to the Director of DCFS, or designee, to execute DCFS-TSCF contract extension options and further extend the contract upon the California Department of Social Services' (CDSS) approval, provided that: (a) applicable Federal, State and County contracting regulations are observed; (b) funding is available; (c) County Counsel approval is obtained prior to execution of such extension(s); and (d) DCFS will notify the Board and the Chief Executive Officer (CEO), in writing, within 10 business days of executing such extension(s).

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the DCFS-TSCF contract is to provide temporary shelter to children and youth under the TSCF license, until safe permanent placement is secured. Meeting the needs of youth with complex care needs require unprecedented and innovative strategies and DCFS' current contract with Penny Lane is part of an emerging framework to meet these needs.

On December 15, 2021, DCFS received the TSCF License issued by the State to operate County TSCF facilities to provide much needed temporary shelter care and deliver comprehensive and seamless services to those seeking assistance from the County.

On January 1, 2022, DCFS executed the DCFS-TSCF contract with Penny Lane to lease two houses owned by Penny Lane while Penny Lane provides maintenance, meals and other services.

DCFS is requesting to extend its contract with Penny Lane due to the ongoing crisis and the unique circumstances that exist. The contract offers an opportunity for DCFS as the placement agency to identify long-term connections and loving homes for children who need care. Moreover, the DCFS-TSCF allows children with the most complex care needs an opportunity for a safe affirming space during the temporary transition period. DCFS continues to work closely with local agencies and community partners to identify comprehensive placement options. At this time, the DCFS-TSCF supports children who require emergency care, provides resources and supports and serves as a place for healing. It is with the needs of the most vulnerable population in mind that the Department is seeking an extension.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The recommended actions are consistent with the Countywide Strategic Plan Goal North Star 1, Make Investments That Transform Lives, Focus Area Goal D, Support Venerable Populations and North Star 2, Foster Vibrant and Resilient Communities, Focus Area Goal F, Community Connections.

### **FISCAL IMPACT/FINANCING**

The Maximum Annual Contract Amount for this extension will be \$548,271 and the total Maximum Contract Sum for the three-year term will be \$1,644,813. This contract will be financed using 100 percent State Realignment funds. Sufficient funding is included in the Department's Fiscal Year (FY) 2024-2025 Adopted Budget and will be included in the future Budget Requests.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The DCFS-TSCF contract with Penny Lane contract was extended for two additional one-year periods, and will expire on December 31, 2024.

On April 29, 2024, in compliance with the CDSS, Manual of Policies and Procedures (MPP) section 23-650.18, procurements by negotiation are allowable when necessitated by "unique circumstances", the CDSS approved DCFS' request to extend the current DCFS-TSCF contract with Penny Lane, under TSCF license, effective January 1, 2025 through December 31, 2025, with two optional one-year extension periods through December 31, 2027.

On August 26, 2024, in accordance with Board Policy 5.100, Sole Source Contract and Amendments, the Department notified the Board of its intent to request delegated authority to extend the term of the current contract beyond its original term.

The CEO and County Counsel have reviewed the Board Letter and the Amendment One has been approved as to form by County Counsel.

### **CONTRACTING PROCESS**

A Contracting Process is not required for this action.

### **CONTRACTOR PERFORMANCE**

Penny Lane provides quality services as specified in the contract deliverables. They are timely, they meet contract requirements and submit required reports. Penny Lane sufficiently met the terms as stated in the contract's specifications and their staff conduct themselves in a professional manner.

### **IMPACT ON CURRENT SERVICES**

The DCFS-TSCF provides critical support to the DCFS array of short-term, licensed temporary shelter stays, which has enabled the Department to eliminate the utilization of hoteling for minor dependents while appropriate placements are located.

The Honorable Board of Supervisors  
October 22, 2024  
Page 4

**CONCLUSION**

Upon approval by the Board of Supervisors, it is requested that the Executive Officer/Clerk of the Board send an adopted stamped copy of this Board Letter and attachment to the Department of Children and Family Services.

Respectfully submitted,



BRANDON T. NICHOLS  
Director

BTN:JF:CMM  
LTI:EO:JS:as

Enclosure

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

**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**



**AMENDMENT NUMBER ONE**

**TO**

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES TEMPORARY SHELTER CARE  
FACILITY**

**CONTRACT NUMBER 21-0074**

**WITH**

**PENNY LANE CENTERS**

**JANUARY 2025**

**ASSISTANCE LISTING NUMBER (CFDA): \_\_\_\_\_**

**COUNTY OF LOS ANGELES  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
AMENDMENT NUMBER ONE TO DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
TEMPORARY SHELTER CARE FACILITY CONTRACT NUMBER 21-0074**

This Amendment made and entered into by and between the County of Los Angeles, hereinafter referred to as “County” and Penny Lane Centers, hereinafter referred to as “Contractor.” Penny Lane Centers located at 15305 Rayen Street, North Hills, CA 91343.

WHEREAS, The Department of Children and Family Services Temporary Shelter Care Contract Number 21-0074 was made and entered into on January 1, 2022 by and between the County of Los Angeles and Penny Lane Centers; and

WHEREAS, this Amendment One is prepared pursuant to the provisions set forth in Section 8.1 Changes and Amendments; and

NOW THEREFORE, County and Contractor agree to modify the Department of Children and Family Services – Temporary Shelter Care Contract as follows:

1. Section 4.0 TERM OF CONTRACT, Sub-sections 4.1.1, 4.1.2 and 4.1.3 are added as follows:
  - 4.1.1 The contract term is extended for one year, effective January 1, 2023 through December 31, 2023.
  - 4.1.2 The contract term is extended for one year, effective January 1, 2024 through December 31, 2024.
  - 4.1.3 The contract term is extended for one year, effective January 1, 2025 through December 31, 2025 with two optional one-year extension periods through December 31, 2027, unless sooner terminated or extended, in whole or in part, as provided in this Contract.
2. Section 5.0, CONTRACT SUM, Sub-section 5.1 is updated as follows:
  - 5.1 The Maximum Contract Sum for this contract is \$3,289,626, if the County exercises its two extension options through December 31, 2027, are exercised.
3. Section 5.0, CONTRACT SUM, Sub-sections 5.1.1 through 5.1.6 are added as follows:
  - 5.1.1 The Maximum Annual Contract Amount, effective January 1, 2022 through December 31, 2022 is \$548,271 (Exhibit C-1).
  - 5.1.2 The Maximum Annual Contract Amount, effective January 1, 2023 through December 31, 2023 is \$548,271 (Exhibit C-1).

- 5.1.3 The Maximum Annual Contract Amount, effective January 1, 2024 through December 31, 2024 is \$548,271 (Exhibit C-1).
- 5.1.4 The Maximum Annual Contract Amount for Amendment One, effective January 1, 2025 through December 31, 2025 is \$548,271 (Exhibit C-2).
- 5.1.5 The Maximum Annual Contract Amount for Amendment One, Extension Option One, effective January 1, 2026 through December 31, 2026 is \$548,271 (Exhibit C-2).
- 5.1.6 The Maximum Annual Contract Amount for Amendment One, Extension Option Two, effective January 1, 2027 through December 31, 2027 is \$548,271 (Exhibit C-2).

4. Section 5.0, CONTRACT SUM, Subsections 5.7 and 5.8 are added as follows:

- 5.7 The Contract Sum under this contract will be the total monetary amount payable by County to Contractor for supplying all the tasks, deliverables, goods, services and other work specified under this Contract. Contractor will provide services at the rates identified in Exhibit B (Pricing Schedule) and any subsequent additions to Exhibit B (Pricing Schedule) via an Amendment, Change Notice, or Budget Modification.
- 5.8 The Department may increase the total contract amount by up to 10%, as approved by the Board. The County does not warranty or represent that all, or any portion, of the not-to-exceed contract amount will be authorized, allocated, or expended by the County; nor does the County warranty or represent that it will authorize the selection contractor(s) to perform any work or services of any monetary amount.

5. Section 7.0, ADMINISTRATION OF CONTRACT – CONTRACTOR, Subsection 7.4 Background and Security Investigations, Sub Subsection 7.4.5 is added as follows:

7.4.5 These terms shall also apply to subcontractors of County contractors

6. Section 8.0, STANDARD TERMS AND CONDITIONS, Section 8.11 Consideration of Greater Avenues For Independence (GAIN) or General Relief Opportunities for Work (GROW) Participants for Employment is deleted in its entirety and replace as follows:

**8.11 Consideration of Hiring GAIN/START Participants**

- 8.11.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor will give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or Skills and Training to Achieve Readiness for

Tomorrow (START) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration will mean that the Contractor will interview qualified candidates. The County will refer GAIN/START participants by job category to the Contractor. Contractors must report all job openings with job requirements to: [gainstart@dpss.lacounty.gov](mailto:gainstart@dpss.lacounty.gov) and [BSERVICES@OPPORTUNITY.LACOUNTY.GOV](mailto:BSERVICES@OPPORTUNITY.LACOUNTY.GOV) and DPSS will refer qualified GAIN/START job candidates.

8.11.2 In the event that both laid-off County employees and GAIN/START participants are available for hiring, County employees must be given first priority.

7. Section 8.0, STANDARD TERM AMD CONDITIONS, Section 8.36 Public Records Act is deleted in its entirety and replaced as follows:

### **8.36 Public Records Act**

Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Part II, Paragraph 8.38 (Record Retention and Inspection/Audit Settlement) of this Contract; as well as those documents which were required to be submitted in response to the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the [California Government Code Section 7921 et seq. \(Public Records Act\)](#) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

8. Section 8.0, STANDARD TERM AND CONDITIONS, Section 8.60 Campaign Contribution Prohibition Following final Decision Contract Proceeding is added as follows:

### **8.60 Campaign Contribution Prohibition Following final Decision Contract Proceeding**

Pursuant to [Government Code Section 84308](#), Contractor and its Subcontractors, are prohibited from making a contribution of more than \$250 to a County officer for twelve (12) months after the date of the final decision in the proceeding involving this Contract. Failure to comply with the provisions of [Government Code Section 84308](#) and of this paragraph, may be a material breach of this Contract as determined in the sole discretion of the County.



9. Section 8.0, STANDARD TERM AND CONDITIONS, Section 8.61 SURVIVAL is added as follows:

**8.61 SURVIVAL**

In addition to any terms and conditions of this Contract that expressly survive expiration or termination of this Contract by their terms, the following provisions will survive the expiration or termination of this Contract for any reason:

- Section 1.0** Applicable Documents
- Section 2.0** Definitions
- Section 3.0** Work
- Section 5.0** Contract Sum

**STANDARD TERMS AND CONDITIONS**

- Section 8.1** Changes and Amendments
- Section 8.2** Assignment and Delegation/Mergers or Acquisitions
- Section 8.6** Compliance with Applicable Laws
- Section 8.19** Fair Labor Standards
- Section 8.20** Force Majeure
- Section 8.21** Governing Law, Jurisdiction, and Venue
- Section 8.23** Indemnification
- Section 8.24** General Provisions for All Insurance Coverage
- Section 8.25** Insurance Coverage
- Section 8.26** Liquidated Damages
- Section 8.34** Notices
- Section 8.38** Record Retention and Inspection/Audit Settlement
- Section 8.42** Termination for Convenience
- Section 8.43** Termination for Default
- Section 8.48** Validity
- Section 8.49** Wavier
- Section 8.58** Prohibition from Participation in Future Solicitation(s)
- Section 8.60** Campaign Contribution Prohibition Following Final Decision in Contract Proceeding
- Section 8.61** Survival

**UNIQUE TERMS AND CONDITIONS**

- Section 9.1** Ownership of Materials, Software and Copyright

10. Exhibits C-2, Line Item Budget and Budget Narrative is added as attached to Amendment One.
11. Exhibit Z, Federal Award Notification is added as attached to Amendment One.

12. Exhibit AA, Contribution and Agent Declaration Form is added as attached to Amendment One.

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

**COUNTY OF LOS ANGELES  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
AMENDMENT NUMBER ONE TO DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
TEMPORART SHELTER CARE FACILITY CONTRACT NUMBER 21-0074**

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed on its behalf by the Director of the Department of Children and Family Services and the Contractor has caused this Amendment to be subscribed on its behalf by its duly authorized officer(s) as of the day, month and year first above written. The person(s) signing on behalf of the Contractor warrants under penalty of perjury that he or she is authorized to bind the Contractor in this Amendment. This Amendment may be executed in separate counterparts and may be delivered by electronic facsimile; each counterpart, when executed and delivered, shall constitute a duplicate original but all counterparts together shall constitute a single agreement.

COUNTY OF LOS ANGELES

CONTRACTOR

PENNY LANE CENTERS

By: \_\_\_\_\_  
BRANDON T. NICHOLS, DIRECTOR  
Department of Children and Family Services

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Tax Identification Number

APPROVED AS TO FORM:

DAWYN R. HARRISON  
County Counsel

By: \_\_\_\_\_  
David Beaudet, Senior Deputy County Counsel



Chief Executive Officer  
Wendy Carpenter, MA

Exhibit C-2  
Year 1

**Member**

Association of California Human Service Agencies - National Council for Behavioral Health - The Joint Commission (TJC) - Commission on Accreditation of Rehabilitation Facilities (CARF) - Southern California Association of Non-Profit Housing (SCANPH) - All Children All Families Seal - Human Rights Campaign

March 26, 2024

**Price Quotation**

Diana Flaggs  
Contracts Administration Division  
3530 Wilshire Blvd. Suite 500  
Los Angeles, CA 90010

For your consideration, please review our quote for the leasing of the following property for the period between January 2025 and December 2025:

**8806 Haskell Street, North Hills, CA 91343**

<b>Item</b>	<b>Per Hour/Meal</b>	<b>Cost per month</b>	<b>12 Month Budget</b>
Lease (per month)**		\$6,500.00	\$78,000.00
Gas		\$225.00	\$2,700.00
DWP (Water, Power, & Trash Collection)		\$725.00	\$8,700.00
Cable/Phone		\$308.00	\$3,696.00
Cybernet (Internet)		\$171.00	\$2,052.00
Gardening		\$160.00	\$1,920.00
Pest Control		\$76.00	\$912.00
Washer & Dryer (Lease)		\$51.00	\$612.00
Drinking Water (Filtration System Lease)		\$36.00	\$432.00
Parking Fees		\$25.00	\$300.00
Housekeeping (assuming 20 hrs/week)	\$50.00	\$4,333.33	\$51,999.96
COVID Sanitizing Machine (assuming 1 hrs/week)	\$50.00	\$50.00	\$600.00
Meals (assuming 2 meals/day for 6 clients) + Sysco Order	\$10.00	\$4,950.00	\$59,400.00
Kitchen Coordination (weekly order & prep - \$92.36 /day)		\$145.55	\$1,746.60
Personal Hygiene/Toiletries		\$250.00	\$3,000.00
Security (1 hour per night, 7 days a week)	\$36.81	\$1,116.67	\$13,400.04
PPE (5 days per week)		\$50.00	\$600.00
Additional Maintenance (Add Service)*	\$40.80	3,968.73	\$47,624.76
<b>TOTAL</b>		<b>\$23,141.28</b>	<b>\$277,695.36</b>

\*Maintenance will be billed in addition to the proposed amount at the hourly rate plus supplies, as requested by DCFS.

\*\* DCFS must provide a certificate of insurance with PL as an added insured

*Rosana La Fianza*  
Chief Operations Officer  
Penny Lane Centers

10526 Dubnoff Way  
North Hollywood, CA 91606  
(818) 892-3423  
[www.pennylane.org](http://www.pennylane.org)

**BUDGET NARRATIVE-EMERGENCY TEMPORARY SHELTER CARE  
FACILITY (JANUARY 2025-DECEMBER 2025)  
8806 Haskell Avenue**

The following information is the detailed description for the various items on the proposed budget for the Emergency Temporary Shelter Care Facility for January through December 2025. This narrative pertains to the Lease for 8806 Haskell Street, North Hills CA 91343 and contains the monthly budget amounts.

Lease: The lease amount is set at \$6,500 per month. This amount was arrived at by comparing single family home rentals of similar size in the surrounding area.

Gas: This amount is budgeted at \$225 per month. This was calculated by taking the average amount for this expense during 2023.

DWP (Water, Electricity and Trash): This amount is budgeted at \$725 per month. This was calculated by taking the average amount for this expense during 2023.

Cable and/or TV/video streaming services/Phone: This amount is budgeted at \$308 per month. This was calculated by taking the average amount for this expense during 2023. If additional channels/services are requested by DCFS, the amount of this item would need to be adjusted.

Internet: This amount is budgeted at \$171 per month. This was calculated by taking the average amount for this expense during 2023.

Gardening: This amount is budgeted at \$160 per month. This was calculated using the monthly fee charged to Penny Lane for this service.

Pest Control: This amount is budgeted at \$76 per month. This was calculated by taking the average amount for this expense during 2023.

Washer & Dryer: This amount is for the lease of the washer and dryer located at the house. The amount is budgeted at \$51 per month, which is the average amount for this expense during 2023.

Drinking Water (Filtration System): This amount is budgeted at \$36.00 per month. This was calculated by taking the average amount for this expense during 2023.

Parking Fees: This amount is set at \$25.00 per month for the required parking permits needed at this site.

Housekeeping: Housekeeping services include daily cleaning of the facility as well as deeper cleaning once every 10 days. We anticipate that the housekeepers will spend an average of 20 hours per week completing all the cleaning tasks. The hourly rate is \$50 per hour. The budgeted amount is \$4,333.33 per month. This is calculated: 20 hours per week x \$50 per hour x 52 weeks divided by 12 months.

COVID Sanitizing Machine: This item is to cover the expense of using the sanitizing machine to disinfect the entire facility as needed. This process will ensure that any remaining COVID in the facility will be destroyed each time a client who was isolating in their room departs from the facility, or any other time the staff put in a request. We have budgeted this at \$50 per month. This is calculated as follows: 1 hour per month x \$50 per hour.

Meals/Food: This item includes the preparation of food for the residents, as well as the cost of food and snacks to be maintained at the facility. The amount budgeted for the meals is based on \$10 per meal per resident for two meals per day. The total amount for the meal preparation is \$3,650 (6 residents x 2 meals x \$10 per meal x 365 days divided by 12 months).

The budgeted amount for the food and snacks to be ordered by Penny Lane and kept at the facility is \$1300 per month. This was calculated based on \$50 per resident per week.

The combined total of these two items is \$4,950 per month.

Kitchen Coordination: This is the cost for the kitchen manager to coordinate the orders and the meal preparation for the residents. We estimate this will take approximately 5 hours per month. The budgeted amount is \$145.55 per month. The hourly rate is the kitchen manager's rate of pay plus benefits (\$29.11 per hour). The monthly amount is calculated as follows: 5 hours per month x \$29.11.

Personal Hygiene/Toiletries: This item includes personal hygiene products, soaps, and hair products to be maintained at the facility. The amount budgeted for these products is based on \$41.67 per resident per month. The total amount for Personal Hygiene/Toiletries is \$250 (6 residents x \$41.67).

Security: This is the cost of the security checks for the facility. The security staff will pass by the facility at least once per night. Facility staff will also have the contact information for security. The amount budgeted for this item is \$1116.67 and is calculated as follows: \$36.81 per hour x 1 hour per day x 7 days per week x 52 weeks divided by 12 months.

PPE: This is the cost of providing PPE to the housekeeping and maintenance staff who need to access the facility for cleaning/maintenance purposes. This

item includes disposable masks, disposable gloves, booties, gowns/coveralls and face shields. These items have been estimated at \$50 per month.

Maintenance: This item is the estimate of the cost for repairs of items due to other than usual wear and tear. This would include damage caused to the facility by residents. This category includes labor as well as supplies needed to conduct repairs. This category also includes installation and equipment for cameras and other security measures. We have estimated this category at \$3,968.73 per month.

Chief Executive Officer  
Wendy Carpenter, MA

**Member**

Association of California Human Service Agencies - National Council for Behavioral Health - The Joint Commission (TJC) - Commission on Accreditation of Rehabilitation Facilities (CARF) - Southern California Association of Non-Profit Housing (SCANPH) - All Children All Families Seal - Human Rights Campaign

March 26, 2024

## Price Quotation

Diana Flaggs  
Contracts Administration Division  
3530 Wilshire Blvd. Suite 500  
Los Angeles, CA 90010

For your consideration, please review our quote for the leasing of the following property for the period between January 2025 and December 2025:

9630 Wilbur Avenue, Northridge, CA 91324

<i>Item</i>	<i>Per Hour/Meal</i>	Cost per month	12 Month Budget
Lease ( <i>per month</i> )**		\$6,500.00	\$78,000.00
Gas		\$200.00	\$2,400.00
DWP (Water, Power, & Trash Collection)		\$400.00	\$4,800.00
Cable/Phone		\$200.00	\$2,400.00
Cybernet (Internet)		\$333.33	\$3,999.96
Gardening		\$160.00	\$1,920.00
Pest Control		\$32.89	\$394.68
Washer & Dryer (Lease)		\$51.00	\$612.00
Drinking Water (Filtration System Lease)		\$36.00	\$432.00
Housekeeping ( <i>assuming 20 hrs/week</i> )	\$50.00	\$4,333.33	\$51,999.96
COVID Sanitizing Machine ( <i>assuming 1 hrs/week</i> )	\$50.00	\$50.00	\$600.00
Meals ( <i>assuming 2 meals/day for 6 clients</i> ) + Sysco Order	\$10.00	\$4,950.00	\$59,400.00
Kitchen Coordination ( <i>weekly order &amp; prep - \$92.36 /day</i> )		\$145.55	\$1,746.60
Personal Hygiene/Toiletries		\$250.00	\$3,000.00
Security (1 hour per night, 7 days a week)	\$36.81	\$1,116.67	\$13,400.04
PPE (5 days per week). <i>Includes:</i>		\$50.00	\$600.00
Additional Maintenance (Add Service)*	\$40.80	\$3,739.20	\$44,870.40
<b>TOTAL</b>		<b>\$22,547.97</b>	<b>\$270,575.64</b>

\*Maintenance will be billed in addition to the proposed amount at the hourly rate plus supplies, as requested by DCFS.

\*\* DCFS must provide a certificate of insurance with PL as an added insured.

*Rosana La Fianza*  
Chief Operations Officer  
Penny Lane Centers

10526 Dubnoff Way  
North Hollywood, CA 91606  
(818) 892-3423  
[www.pennylane.org](http://www.pennylane.org)



**BUDGET NARRATIVE-EMERGENCY TEMPORARY SHELTER CARE  
FACILITY (JANUARY 2025-DECEMBER 2025)  
9630 Wilbur Avenue**

The following information is the detailed description for the various items on the proposed budget for the Emergency Temporary Shelter Care Facility for January through December 2025. This narrative pertains to the Lease for 9630 Wilbur Avenue, Northridge CA 91324 and contains the monthly budget amounts.

Lease: The lease amount is set at \$6,500 per month. This amount was arrived at by comparing single family home rentals of similar size in the surrounding area.

Gas: This amount is budgeted at \$200 per month. This was calculated by taking the average amount for this expense during 2023.

DWP (Water, Electricity and Trash): This amount is budgeted at \$400 per month. This was calculated by taking the average amount for this expense during 2023.

Cable and/or TV/video streaming services/Phone: This amount is budgeted at \$200 per month. This was calculated by taking the average amount for this expense during 2023. If additional channels/services are requested by DCFS, the amount of this item would need to be adjusted.

Internet: This amount is budgeted at \$333.33 per month. This was calculated by taking the average amount for this expense during 2023.

Gardening: This amount is budgeted at \$160 per month. This was calculated using the monthly fee charged to Penny Lane for this service.

Pest Control: This amount is budgeted at \$32.89 per month. This was calculated by taking the average amount for this expense during 2023.

Washer & Dryer: This amount is for the lease of the washer and dryer located at the house. The amount is budgeted at \$51 per month, which is the average amount for this expense during 2023.

Drinking Water (Filtration System): This amount is budgeted at \$36.00 per month. This was calculated by taking the average amount for this expense during 2023.

Housekeeping: Housekeeping services include daily cleaning of the facility as well as deeper cleaning once every 10 days. We anticipate that the housekeepers will spend an average of 20 hours per week completing all the

cleaning tasks. The hourly rate is \$50 per hour. The budgeted amount is \$4,333.33 per month. This is calculated: 20 hours per week x \$50 per hour x 52 weeks divided by 12 months.

COVID Sanitizing Machine: This item is to cover the expense of using the sanitizing machine to disinfect the entire facility as needed. This process will ensure that any remaining COVID in the facility will be destroyed each time a client who was isolating in their room departs from the facility, or any other time the staff put in a request. We have budgeted this at \$50 per month. This is calculated as follows: 1 hour per month x \$50 per hour.

Meals/Food: This item includes the preparation of food for the residents, as well as the cost of food and snacks to be maintained at the facility. The amount budgeted for the meals is based on \$10 per meal per resident for two meals per day. The total amount for the meal preparation is \$3,650 (6 residents x 2 meals x \$10 per meal x 365 days divided by 12 months).

The budgeted amount for the food and snacks to be ordered by Penny Lane and kept at the facility is \$1300 per month. This was calculated based on \$50 per resident per week.

The combined total of these two items is \$4,950 per month.

Kitchen Coordination: This is the cost for the kitchen manager to coordinate the orders and the meal preparation for the residents. We estimate this will take approximately 5 hours per month. The budgeted amount is \$145.55 per month. The hourly rate is the kitchen manager's rate of pay plus benefits (\$29.11 per hour). The monthly amount is calculated as follows: 5 hours per month x \$29.11.

Personal Hygiene/Toiletries: This item includes personal hygiene products, soaps, and hair products to be maintained at the facility. The amount budgeted for these products is based on \$41.67 per resident per month. The total amount for Personal Hygiene/Toiletries is \$250 (6 residents x \$41.67).

Security: This is the cost of the security checks for the facility. The security staff will pass by the facility at least once per night. Facility staff will also have the contact information for security. The amount budgeted for this item is \$1116.67 and is calculated as follows: \$36.81 per hour x 1 hour per day x 7 days per week x 52 weeks divided by 12 months.

PPE: This is the cost of providing PPE to the housekeeping and maintenance staff who need to access the facility for cleaning/maintenance purposes. This item includes disposable masks, disposable gloves, booties, gowns/coveralls and face shields. These items have been estimated at \$50 per month.

Maintenance: This item is the estimate of the cost for repairs of items due to other than usual wear and tear. This would include damage caused to the facility by residents. This category includes labor as well as supplies needed to conduct repairs. This category also includes installation and equipment for cameras and other security measures. We have estimated this category at \$3,739.20 per month.



Chief Executive Officer  
Wendy Carpenter, MA

Exhibit C-2  
Year 2

**Member**

Association of California Human Service Agencies - National Council for Behavioral Health - The Joint Commission (TJC) - Commission on Accreditation of Rehabilitation Facilities (CARF) - Southern California Association of Non-Profit Housing (SCANPH) - All Children All Families Seal - Human Rights Campaign

April 17, 2024

**Price Quotation**

Diana Flaggs  
Contracts Administration Division  
3530 Wilshire Blvd. Suite 500  
Los Angeles, CA 90010

For your consideration, please review our quote for the leasing of the following property for the period between January 2026 and December 2026:

**8806 Haskell Street, North Hills, CA 91343**

<b>Item</b>	<b>Per Hour/Meal</b>	<b>Cost per month</b>	<b>12 Month Budget</b>
Lease (per month)**		\$6,500.00	\$78,000.00
Gas		\$225.00	\$2,700.00
DWP (Water, Power, & Trash Collection)		\$725.00	\$8,700.00
Cable/Phone		\$308.00	\$3,696.00
Cybernet (Internet)		\$171.00	\$2,052.00
Gardening		\$160.00	\$1,920.00
Pest Control		\$76.00	\$912.00
Washer & Dryer (Lease)		\$51.00	\$612.00
Drinking Water (Filtration System Lease)		\$36.00	\$432.00
Parking Fees		\$25.00	\$300.00
Housekeeping (assuming 20 hrs/week)	\$50.00	\$4,333.33	\$51,999.96
COVID Sanitizing Machine (assuming 1 hrs/week)	\$50.00	\$50.00	\$600.00
Meals (assuming 2 meals/day for 6 clients) + Sysco Order	\$10.00	\$4,950.00	\$59,400.00
Kitchen Coordination (weekly order & prep - \$92.36 /day)		\$145.55	\$1,746.60
Personal Hygiene/Toiletries		\$250.00	\$3,000.00
Security (1 hour per night, 7 days a week)	\$36.81	\$1,116.67	\$13,400.04
PPE (5 days per week)		\$50.00	\$600.00
Additional Maintenance (Add Service)*	\$40.80	3,968.73	\$47,624.76
<b>TOTAL</b>		<b>\$23,141.28</b>	<b>\$277,695.36</b>

\*Maintenance will be billed in addition to the proposed amount at the hourly rate plus supplies, as requested by DCFS.

\*\* DCFS must provide a certificate of insurance with PL as an added insured

*Rosana La Fianza*  
Chief Operations Officer  
Penny Lane Centers

10526 Dubnoff Way  
North Hollywood, CA 91606  
(818) 892-3423  
[www.pennylane.org](http://www.pennylane.org)

**BUDGET NARRATIVE-EMERGENCY TEMPORARY SHELTER CARE  
FACILITY (JANUARY 2026-DECEMBER 2026)  
8806 Haskell Avenue**

The following information is the detailed description for the various items on the proposed budget for the Emergency Temporary Shelter Care Facility for January through December 2026. This narrative pertains to the Lease for 8806 Haskell Street, North Hills CA 91343 and contains the monthly budget amounts.

Lease: The lease amount is set at \$6,500 per month. This amount was arrived at by comparing single family home rentals of similar size in the surrounding area.

Gas: This amount is budgeted at \$225 per month. This was calculated by taking the average amount for this expense during 2023.

DWP (Water, Electricity and Trash): This amount is budgeted at \$725 per month. This was calculated by taking the average amount for this expense during 2023.

Cable and/or TV/video streaming services/Phone: This amount is budgeted at \$308 per month. This was calculated by taking the average amount for this expense during 2023. If additional channels/services are requested by DCFS, the amount of this item would need to be adjusted.

Internet: This amount is budgeted at \$171 per month. This was calculated by taking the average amount for this expense during 2023.

Gardening: This amount is budgeted at \$160 per month. This was calculated using the monthly fee charged to Penny Lane for this service.

Pest Control: This amount is budgeted at \$76 per month. This was calculated by taking the average amount for this expense during 2023.

Washer & Dryer: This amount is for the lease of the washer and dryer located at the house. The amount is budgeted at \$51 per month, which is the average amount for this expense during 2023.

Drinking Water (Filtration System): This amount is budgeted at \$36.00 per month. This was calculated by taking the average amount for this expense during 2023.

Parking Fees: This amount is set at \$25.00 per month for the required parking permits needed at this site.

Housekeeping: Housekeeping services include daily cleaning of the facility as well as deeper cleaning once every 10 days. We anticipate that the housekeepers will spend an average of 20 hours per week completing all the cleaning tasks. The hourly rate is \$50 per hour. The budgeted amount is \$4,333.33 per month. This is calculated: 20 hours per week x \$50 per hour x 52 weeks divided by 12 months.

COVID Sanitizing Machine: This item is to cover the expense of using the sanitizing machine to disinfect the entire facility as needed. This process will ensure that any remaining COVID in the facility will be destroyed each time a client who was isolating in their room departs from the facility, or any other time the staff put in a request. We have budgeted this at \$50 per month. This is calculated as follows: 1 hour per month x \$50 per hour.

Meals/Food: This item includes the preparation of food for the residents, as well as the cost of food and snacks to be maintained at the facility. The amount budgeted for the meals is based on \$10 per meal per resident for two meals per day. The total amount for the meal preparation is \$3,650 (6 residents x 2 meals x \$10 per meal x 365 days divided by 12 months).

The budgeted amount for the food and snacks to be ordered by Penny Lane and kept at the facility is \$1300 per month. This was calculated based on \$50 per resident per week.

The combined total of these two items is \$4,950 per month.

Kitchen Coordination: This is the cost for the kitchen manager to coordinate the orders and the meal preparation for the residents. We estimate this will take approximately 5 hours per month. The budgeted amount is \$145.55 per month. The hourly rate is the kitchen manager's rate of pay plus benefits (\$29.11 per hour). The monthly amount is calculated as follows: 5 hours per month x \$29.11.

Personal Hygiene/Toiletries: This item includes personal hygiene products, soaps, and hair products to be maintained at the facility. The amount budgeted for these products is based on \$41.67 per resident per month. The total amount for Personal Hygiene/Toiletries is \$250 (6 residents x \$41.67).

Security: This is the cost of the security checks for the facility. The security staff will pass by the facility at least once per night. Facility staff will also have the contact information for security. The amount budgeted for this item is \$1116.67 and is calculated as follows: \$36.81 per hour x 1 hour per day x 7 days per week x 52 weeks divided by 12 months.

PPE: This is the cost of providing PPE to the housekeeping and maintenance staff who need to access the facility for cleaning/maintenance purposes. This

item includes disposable masks, disposable gloves, booties, gowns/coveralls and face shields. These items have been estimated at \$50 per month.

Maintenance: This item is the estimate of the cost for repairs of items due to other than usual wear and tear. This would include damage caused to the facility by residents. This category includes labor as well as supplies needed to conduct repairs. This category also includes installation and equipment for cameras and other security measures. We have estimated this category at \$3,968.73 per month.



Chief Executive Officer  
Wendy Carpenter, MA

Exhibit C-2

**Member**

Association of California Human Service Agencies - National Council for Behavioral Health - The Joint Commission (TJC) - Commission on Accreditation of Rehabilitation Facilities (CARF) - Southern California Association of Non-Profit Housing (SCANPH) - All Children All Families Seal - Human Rights Campaign

April 17, 2024

**Price Quotation**

Diana Flaggs  
Contracts Administration Division  
3530 Wilshire Blvd. Suite 500  
Los Angeles, CA 90010

For your consideration, please review our quote for the leasing of the following property for the period between January 2026 and December 2026:

9630 Wilbur Avenue, Northridge, CA 91324

<i>Item</i>	<i>Per Hour/Meal</i>	Cost per month	12 Month Budget
Lease ( <i>per month</i> )**		\$6,500.00	\$78,000.00
Gas		\$200.00	\$2,400.00
DWP (Water, Power, & Trash Collection)		\$400.00	\$4,800.00
Cable/Phone		\$200.00	\$2,400.00
Cybernet (Internet)		\$333.33	\$3,999.96
Gardening		\$160.00	\$1,920.00
Pest Control		\$32.89	\$394.68
Washer & Dryer (Lease)		\$51.00	\$612.00
Drinking Water (Filtration System Lease)		\$36.00	\$432.00
Housekeeping ( <i>assuming 20 hrs/week</i> )	\$50.00	\$4,333.33	\$51,999.96
COVID Sanitizing Machine ( <i>assuming 1 hrs/week</i> )	\$50.00	\$50.00	\$600.00
Meals ( <i>assuming 2 meals/day for 6 clients</i> ) + Sysco Order	\$10.00	\$4,950.00	\$59,400.00
Kitchen Coordination ( <i>weekly order &amp; prep - \$92.36 /day</i> )		\$145.55	\$1,746.60
Personal Hygiene/Toiletries		\$250.00	\$3,000.00
Security (1 hour per night, 7 days a week)	\$36.81	\$1,116.67	\$13,400.04
PPE (5 days per week). <i>Includes:</i>		\$50.00	\$600.00
Additional Maintenance (Add Service)*	\$40.80	\$3,739.20	\$44,870.40
<b>TOTAL</b>		<b>\$22,547.97</b>	<b>\$270,575.64</b>

\*Maintenance will be billed in addition to the proposed amount at the hourly rate plus supplies, as requested by DCFS.

\*\* DCFS must provide a certificate of insurance with PL as an added insured.

*Rosana La Fianza*  
Chief Operations Officer  
Penny Lane Centers

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**BUDGET NARRATIVE-EMERGENCY TEMPORARY SHELTER CARE  
FACILITY (JANUARY 2026-DECEMBER 2026)  
9630 Wilbur Avenue**

The following information is the detailed description for the various items on the proposed budget for the Emergency Temporary Shelter Care Facility for January through December 2026. This narrative pertains to the Lease for 9630 Wilbur Avenue, Northridge CA 91324 and contains the monthly budget amounts.

Lease: The lease amount is set at \$6,500 per month. This amount was arrived at by comparing single family home rentals of similar size in the surrounding area.

Gas: This amount is budgeted at \$200 per month. This was calculated by taking the average amount for this expense during 2023.

DWP (Water, Electricity and Trash): This amount is budgeted at \$400 per month. This was calculated by taking the average amount for this expense during 2023.

Cable and/or TV/video streaming services/Phone: This amount is budgeted at \$200 per month. This was calculated by taking the average amount for this expense during 2023. If additional channels/services are requested by DCFS, the amount of this item would need to be adjusted.

Internet: This amount is budgeted at \$333.33 per month. This was calculated by taking the average amount for this expense during 2023.

Gardening: This amount is budgeted at \$160 per month. This was calculated using the monthly fee charged to Penny Lane for this service.

Pest Control: This amount is budgeted at \$32.89 per month. This was calculated by taking the average amount for this expense during 2023.

Washer & Dryer: This amount is for the lease of the washer and dryer located at the house. The amount is budgeted at \$51 per month, which is the average amount for this expense during 2023.

Drinking Water (Filtration System): This amount is budgeted at \$36.00 per month. This was calculated by taking the average amount for this expense during 2023.

Housekeeping: Housekeeping services include daily cleaning of the facility as well as deeper cleaning once every 10 days. We anticipate that the housekeepers will spend an average of 20 hours per week completing all the

cleaning tasks. The hourly rate is \$50 per hour. The budgeted amount is \$4,333.33 per month. This is calculated: 20 hours per week x \$50 per hour x 52 weeks divided by 12 months.

COVID Sanitizing Machine: This item is to cover the expense of using the sanitizing machine to disinfect the entire facility as needed. This process will ensure that any remaining COVID in the facility will be destroyed each time a client who was isolating in their room departs from the facility, or any other time the staff put in a request. We have budgeted this at \$50 per month. This is calculated as follows: 1 hour per month x \$50 per hour.

Meals/Food: This item includes the preparation of food for the residents, as well as the cost of food and snacks to be maintained at the facility. The amount budgeted for the meals is based on \$10 per meal per resident for two meals per day. The total amount for the meal preparation is \$3,650 (6 residents x 2 meals x \$10 per meal x 365 days divided by 12 months).

The budgeted amount for the food and snacks to be ordered by Penny Lane and kept at the facility is \$1300 per month. This was calculated based on \$50 per resident per week.

The combined total of these two items is \$4,950 per month.

Kitchen Coordination: This is the cost for the kitchen manager to coordinate the orders and the meal preparation for the residents. We estimate this will take approximately 5 hours per month. The budgeted amount is \$145.55 per month. The hourly rate is the kitchen manager's rate of pay plus benefits (\$29.11 per hour). The monthly amount is calculated as follows: 5 hours per month x \$29.11.

Personal Hygiene/Toiletries: This item includes personal hygiene products, soaps, and hair products to be maintained at the facility. The amount budgeted for these products is based on \$41.67 per resident per month. The total amount for Personal Hygiene/Toiletries is \$250 (6 residents x \$41.67).

Security: This is the cost of the security checks for the facility. The security staff will pass by the facility at least once per night. Facility staff will also have the contact information for security. The amount budgeted for this item is \$1116.67 and is calculated as follows: \$36.81 per hour x 1 hour per day x 7 days per week x 52 weeks divided by 12 months.

PPE: This is the cost of providing PPE to the housekeeping and maintenance staff who need to access the facility for cleaning/maintenance purposes. This item includes disposable masks, disposable gloves, booties, gowns/coveralls and face shields. These items have been estimated at \$50 per month.

Maintenance: This item is the estimate of the cost for repairs of items due to other than usual wear and tear. This would include damage caused to the facility by residents. This category includes labor as well as supplies needed to conduct repairs. This category also includes installation and equipment for cameras and other security measures. We have estimated this category at \$3,739.20 per month.



Chief Executive Officer  
Wendy Carpenter, MA

Exhibit C-2  
Year 3

**Member**

Association of California Human Service Agencies - National Council for Behavioral Health - The Joint Commission (TJC) - Commission on Accreditation of Rehabilitation Facilities (CARF) - Southern California Association of Non-Profit Housing (SCANPH) - All Children All Families Seal - Human Rights Campaign

April 17, 2024

**Price Quotation**

Diana Flaggs  
Contracts Administration Division  
3530 Wilshire Blvd. Suite 500  
Los Angeles, CA 90010

For your consideration, please review our quote for the leasing of the following property for the period between January 2027 and December 2027:

**8806 Haskell Street, North Hills, CA 91343**

<b>Item</b>	<b>Per Hour/Meal</b>	<b>Cost per month</b>	<b>12 Month Budget</b>
Lease (per month)**		\$6,500.00	\$78,000.00
Gas		\$225.00	\$2,700.00
DWP (Water, Power, & Trash Collection)		\$725.00	\$8,700.00
Cable/Phone		\$308.00	\$3,696.00
Cybernet (Internet)		\$171.00	\$2,052.00
Gardening		\$160.00	\$1,920.00
Pest Control		\$76.00	\$912.00
Washer & Dryer (Lease)		\$51.00	\$612.00
Drinking Water (Filtration System Lease)		\$36.00	\$432.00
Parking Fees		\$25.00	\$300.00
Housekeeping (assuming 20 hrs/week)	\$50.00	\$4,333.33	\$51,999.96
COVID Sanitizing Machine (assuming 1 hrs/week)	\$50.00	\$50.00	\$600.00
Meals (assuming 2 meals/day for 6 clients) + Sysco Order	\$10.00	\$4,950.00	\$59,400.00
Kitchen Coordination (weekly order & prep - \$92.36 /day)		\$145.55	\$1,746.60
Personal Hygiene/Toiletries		\$250.00	\$3,000.00
Security (1 hour per night, 7 days a week)	\$36.81	\$1,116.67	\$13,400.04
PPE (5 days per week)		\$50.00	\$600.00
Additional Maintenance (Add Service)*	\$40.80	3,968.73	\$47,624.76
<b>TOTAL</b>		<b>\$23,141.28</b>	<b>\$277,695.36</b>

\*Maintenance will be billed in addition to the proposed amount at the hourly rate plus supplies, as requested by DCFS.

\*\* DCFS must provide a certificate of insurance with PL as an added insured

*Rosana La Fianza*  
Chief Operations Officer  
Penny Lane Centers

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**BUDGET NARRATIVE-EMERGENCY TEMPORARY SHELTER CARE  
FACILITY (JANUARY 2027-DECEMBER 2027)  
8806 Haskell Avenue**

The following information is the detailed description for the various items on the proposed budget for the Emergency Temporary Shelter Care Facility for January through December 2027. This narrative pertains to the Lease for 8806 Haskell Street, North Hills CA 91343 and contains the monthly budget amounts.

Lease: The lease amount is set at \$6,500 per month. This amount was arrived at by comparing single family home rentals of similar size in the surrounding area.

Gas: This amount is budgeted at \$225 per month. This was calculated by taking the average amount for this expense during 2023.

DWP (Water, Electricity and Trash): This amount is budgeted at \$725 per month. This was calculated by taking the average amount for this expense during 2023.

Cable and/or TV/video streaming services/Phone: This amount is budgeted at \$308 per month. This was calculated by taking the average amount for this expense during 2023. If additional channels/services are requested by DCFS, the amount of this item would need to be adjusted.

Internet: This amount is budgeted at \$171 per month. This was calculated by taking the average amount for this expense during 2023.

Gardening: This amount is budgeted at \$160 per month. This was calculated using the monthly fee charged to Penny Lane for this service.

Pest Control: This amount is budgeted at \$76 per month. This was calculated by taking the average amount for this expense during 2023.

Washer & Dryer: This amount is for the lease of the washer and dryer located at the house. The amount is budgeted at \$51 per month, which is the average amount for this expense during 2023.

Drinking Water (Filtration System): This amount is budgeted at \$36.00 per month. This was calculated by taking the average amount for this expense during 2023.

Parking Fees: This amount is set at \$25.00 per month for the required parking permits needed at this site.

Housekeeping: Housekeeping services include daily cleaning of the facility as well as deeper cleaning once every 10 days. We anticipate that the housekeepers will spend an average of 20 hours per week completing all the cleaning tasks. The hourly rate is \$50 per hour. The budgeted amount is \$4,333.33 per month. This is calculated: 20 hours per week x \$50 per hour x 52 weeks divided by 12 months.

COVID Sanitizing Machine: This item is to cover the expense of using the sanitizing machine to disinfect the entire facility as needed. This process will ensure that any remaining COVID in the facility will be destroyed each time a client who was isolating in their room departs from the facility, or any other time the staff put in a request. We have budgeted this at \$50 per month. This is calculated as follows: 1 hour per month x \$50 per hour.

Meals/Food: This item includes the preparation of food for the residents, as well as the cost of food and snacks to be maintained at the facility. The amount budgeted for the meals is based on \$10 per meal per resident for two meals per day. The total amount for the meal preparation is \$3,650 (6 residents x 2 meals x \$10 per meal x 365 days divided by 12 months).

The budgeted amount for the food and snacks to be ordered by Penny Lane and kept at the facility is \$1300 per month. This was calculated based on \$50 per resident per week.

The combined total of these two items is \$4,950 per month.

Kitchen Coordination: This is the cost for the kitchen manager to coordinate the orders and the meal preparation for the residents. We estimate this will take approximately 5 hours per month. The budgeted amount is \$145.55 per month. The hourly rate is the kitchen manager's rate of pay plus benefits (\$29.11 per hour). The monthly amount is calculated as follows: 5 hours per month x \$29.11.

Personal Hygiene/Toiletries: This item includes personal hygiene products, soaps, and hair products to be maintained at the facility. The amount budgeted for these products is based on \$41.67 per resident per month. The total amount for Personal Hygiene/Toiletries is \$250 (6 residents x \$41.67).

Security: This is the cost of the security checks for the facility. The security staff will pass by the facility at least once per night. Facility staff will also have the contact information for security. The amount budgeted for this item is \$1116.67 and is calculated as follows: \$36.81 per hour x 1 hour per day x 7 days per week x 52 weeks divided by 12 months.

PPE: This is the cost of providing PPE to the housekeeping and maintenance staff who need to access the facility for cleaning/maintenance purposes. This

item includes disposable masks, disposable gloves, booties, gowns/coveralls and face shields. These items have been estimated at \$50 per month.

Maintenance: This item is the estimate of the cost for repairs of items due to other than usual wear and tear. This would include damage caused to the facility by residents. This category includes labor as well as supplies needed to conduct repairs. This category also includes installation and equipment for cameras and other security measures. We have estimated this category at \$3,968.73 per month.



Chief Executive Officer  
Wendy Carpenter, MA

Exhibit C-2

**Member**

Association of California Human Service Agencies - National Council for Behavioral Health - The Joint Commission (TJC) - Commission on Accreditation of Rehabilitation Facilities (CARF) - Southern California Association of Non-Profit Housing (SCANPH) - All Children All Families Seal - Human Rights Campaign

April 17, 2024

**Price Quotation**

Diana Flaggs  
Contracts Administration Division  
3530 Wilshire Blvd. Suite 500  
Los Angeles, CA 90010

For your consideration, please review our quote for the leasing of the following property for the period between January 2027 and December 2027:

**9630 Wilbur Avenue, Northridge, CA 91324**

<i>Item</i>	<i>Per Hour/Meal</i>	Cost per month	12 Month Budget
Lease ( <i>per month</i> )**		\$6,500.00	\$78,000.00
Gas		\$200.00	\$2,400.00
DWP (Water, Power, & Trash Collection)		\$400.00	\$4,800.00
Cable/Phone		\$200.00	\$2,400.00
Cybernet (Internet)		\$333.33	\$3,999.96
Gardening		\$160.00	\$1,920.00
Pest Control		\$32.89	\$394.68
Washer & Dryer (Lease)		\$51.00	\$612.00
Drinking Water (Filtration System Lease)		\$36.00	\$432.00
Housekeeping ( <i>assuming 20 hrs/week</i> )	\$50.00	\$4,333.33	\$51,999.96
COVID Sanitizing Machine ( <i>assuming 1 hrs/week</i> )	\$50.00	\$50.00	\$600.00
Meals ( <i>assuming 2 meals/day for 6 clients</i> ) + Sysco Order	\$10.00	\$4,950.00	\$59,400.00
Kitchen Coordination ( <i>weekly order &amp; prep - \$92.36 /day</i> )		\$145.55	\$1,746.60
Personal Hygiene/Toiletries		\$250.00	\$3,000.00
Security (1 hour per night, 7 days a week)	\$36.81	\$1,116.67	\$13,400.04
PPE (5 days per week). <i>Includes:</i>		\$50.00	\$600.00
Additional Maintenance (Add Service)*	\$40.80	\$3,739.20	\$44,870.40
<b>TOTAL</b>		<b>\$22,547.97</b>	<b>\$270,575.64</b>

\*Maintenance will be billed in addition to the proposed amount at the hourly rate plus supplies, as requested by DCFS.

\*\* DCFS must provide a certificate of insurance with PL as an added insured.

*Rosana La Fianza*  
Chief Operations Officer  
Penny Lane Centers

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**BUDGET NARRATIVE-EMERGENCY TEMPORARY SHELTER CARE  
FACILITY (JANUARY 2027-DECEMBER 2027)  
9630 Wilbur Avenue**

The following information is the detailed description for the various items on the proposed budget for the Emergency Temporary Shelter Care Facility for January through December 2025. This narrative pertains to the Lease for 9630 Wilbur Avenue, Northridge CA 91324 and contains the monthly budget amounts.

Lease: The lease amount is set at \$6,500 per month. This amount was arrived at by comparing single family home rentals of similar size in the surrounding area.

Gas: This amount is budgeted at \$200 per month. This was calculated by taking the average amount for this expense during 2023.

DWP (Water, Electricity and Trash): This amount is budgeted at \$400 per month. This was calculated by taking the average amount for this expense during 2023.

Cable and/or TV/video streaming services/Phone: This amount is budgeted at \$200 per month. This was calculated by taking the average amount for this expense during 2023. If additional channels/services are requested by DCFS, the amount of this item would need to be adjusted.

Internet: This amount is budgeted at \$333.33 per month. This was calculated by taking the average amount for this expense during 2023.

Gardening: This amount is budgeted at \$160 per month. This was calculated using the monthly fee charged to Penny Lane for this service.

Pest Control: This amount is budgeted at \$32.89 per month. This was calculated by taking the average amount for this expense during 2023.

Washer & Dryer: This amount is for the lease of the washer and dryer located at the house. The amount is budgeted at \$51 per month, which is the average amount for this expense during 2023.

Drinking Water (Filtration System): This amount is budgeted at \$36.00 per month. This was calculated by taking the average amount for this expense during 2023.

Housekeeping: Housekeeping services include daily cleaning of the facility as well as deeper cleaning once every 10 days. We anticipate that the housekeepers will spend an average of 20 hours per week completing all the

cleaning tasks. The hourly rate is \$50 per hour. The budgeted amount is \$4,333.33 per month. This is calculated: 20 hours per week x \$50 per hour x 52 weeks divided by 12 months.

COVID Sanitizing Machine: This item is to cover the expense of using the sanitizing machine to disinfect the entire facility as needed. This process will ensure that any remaining COVID in the facility will be destroyed each time a client who was isolating in their room departs from the facility, or any other time the staff put in a request. We have budgeted this at \$50 per month. This is calculated as follows: 1 hour per month x \$50 per hour.

Meals/Food: This item includes the preparation of food for the residents, as well as the cost of food and snacks to be maintained at the facility. The amount budgeted for the meals is based on \$10 per meal per resident for two meals per day. The total amount for the meal preparation is \$3,650 (6 residents x 2 meals x \$10 per meal x 365 days divided by 12 months).

The budgeted amount for the food and snacks to be ordered by Penny Lane and kept at the facility is \$1300 per month. This was calculated based on \$50 per resident per week.

The combined total of these two items is \$4,950 per month.

Kitchen Coordination: This is the cost for the kitchen manager to coordinate the orders and the meal preparation for the residents. We estimate this will take approximately 5 hours per month. The budgeted amount is \$145.55 per month. The hourly rate is the kitchen manager's rate of pay plus benefits (\$29.11 per hour). The monthly amount is calculated as follows: 5 hours per month x \$29.11.

Personal Hygiene/Toiletries: This item includes personal hygiene products, soaps, and hair products to be maintained at the facility. The amount budgeted for these products is based on \$41.67 per resident per month. The total amount for Personal Hygiene/Toiletries is \$250 (6 residents x \$41.67).

Security: This is the cost of the security checks for the facility. The security staff will pass by the facility at least once per night. Facility staff will also have the contact information for security. The amount budgeted for this item is \$1116.67 and is calculated as follows: \$36.81 per hour x 1 hour per day x 7 days per week x 52 weeks divided by 12 months.

PPE: This is the cost of providing PPE to the housekeeping and maintenance staff who need to access the facility for cleaning/maintenance purposes. This item includes disposable masks, disposable gloves, booties, gowns/coveralls and face shields. These items have been estimated at \$50 per month.

Maintenance: This item is the estimate of the cost for repairs of items due to other than usual wear and tear. This would include damage caused to the facility by residents. This category includes labor as well as supplies needed to conduct repairs. This category also includes installation and equipment for cameras and other security measures. We have estimated this category at \$3,739.20 per month.

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
 CONTRACTS ADMINISTRATION DIVISION  
 FEDERAL AWARD INFORMATION (2CFR 200.332)  
 FISCAL YEAR 2024-2025**

Date of Notification: 7/9/2024 Sub recipient Name: PENNY LANE CENTERS

Contract Number: 21-0074 Federal Award Identification Number (FAIN): N/A

Federal Award Date: N/A

Sub award Period of Performance: 7/1/2024-6/30/2025 Sub award Budget Period: 7/1/2024-6/30/2025

Amount of Federal funds obligated by the pass-through entity: N/A

Amount of Federal funds obligated to the subrecipient by the pass-through entity include the current obligation:  
N/A

Total Amount of Federal Award committed to the subrecipient: N/A

Federal Award Project description as required by FFATA:

N/A

Name of Federal Awarding Agency: N/A Agency's Assistance Listing Number: N/A  
(Formerly Catalog of Federal Domestic Assistance)

Does Sub recipient have an Aid to Families with Dependent Children - Foster Care Rate Letter? Yes  No

If yes, provide the Sub recipient's AFDC-FC Program Number: 024.15.0

If not applicable to this contract, mark this box:


(Sub recipient must use the federal sharing ratios, provided and updated annually by the California Department of Social Services when calculating and reporting their Federal Revenue).

Indirect Cost Rate letter: Yes  No  Agency's Unique Entity Identifier (UEI):(formerly DUNS Number): JF48MNZEU669

**Acknowledgment:** As pursuant to CFR Section 200.331(a)(1)(xii), this is to acknowledge that (Agency's Legal Name):  
PENNY LANE CENTERS does not engage in any Research and Development under this contract.

I confirm that the following AFDC-FC Program Number is correct: 024.15.0  
(Agency Representative print the AFDC-FC program number)

Judith Sandino  
 Agency's representative (print name)  
Chief Program Officer  
 Title (print title)

  
 Signature  
7/9/24  
 Date

\_\_\_\_\_  
 Agency's representative (print name)  
 \_\_\_\_\_  
 Title (print title)

\_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Date

Please complete and return to Aminata Sanders at: SandeA@dcfs.lacounty.gov  
(Analyst Name) (E-mail address)

# SOLE SOURCE CHECKLIST

Department Name: Department of Children and Family Services (DCFS)

New Sole Source Contract

Sole Source Amendment to Existing Contract

Date Existing Contract First Approved: \_\_\_\_\_

January 2022

Check (✓)	<b>JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS</b> Identify applicable justification and provide documentation for each checked item.
<input type="checkbox"/>	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>“Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.”</i>
<input type="checkbox"/>	➤ Compliance with applicable statutory and/or regulatory provisions.
<input type="checkbox"/>	➤ Compliance with State and/or federal programmatic requirements.
<input type="checkbox"/>	➤ Services provided by other public or County-related entities.
<input checked="" type="checkbox"/>	➤ Services are needed to address an emergent or related time-sensitive need.
<input type="checkbox"/>	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
<input type="checkbox"/>	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
<input type="checkbox"/>	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
<input type="checkbox"/>	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
<input type="checkbox"/>	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
<input checked="" type="checkbox"/>	➤ It is in the best economic interest of the County (e.g., significant costs and time to replace an existing system or infrastructure, administrative cost and time savings and excessive learning curve for a new service provider, etc.). In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

Michael J. Martinez

Digitally signed by Michael J. Martinez  
Date: 2024.10.10 09:17:01 -07'00'

\_\_\_\_\_  
Chief Executive Office

\_\_\_\_\_  
Date

## **Sole Source Justification**

Department of Children and Family Services Temporary Shelter Care Facility Services  
Also known as the County Operated Shelter (COS)-TSCF  
January 1, 2025 – December 31, 2025

1. What is being requested?

The Department of Children and Family Services (DCFS) requests the Board's approval to execute Amendment One to extend the current Department of Children and Family Services–Temporary Shelter Care Facility (DCFS-TSCF) Contract Number 21-0074 with Penny Lane Centers (Penny Lane), effective January 1, 2025, through December 31, 2025, with two optional one-year extension periods through December 31, 2027.

2. Why is the product needed – how will it be used?

The DCFS-TSCF will continue to fill the emergent, critical need for temporary shelters for youth with complex care needs. DCFS will continue its license with the two homes with the California Department of Social Services (CDSS). In addition to leasing the physical structure, DCFS will enter into an agreement with Penny Lane for essential supports such as utilities, maintenance, housekeeping, office supplies, meals, personal hygiene, Wi-Fi and internet, and grounds keeping, for example. The contract will support the DCFS mission and vision of safety, permanence and well-being.

3. Is this brand of product the only one that meets the user's requirements?

Yes, Penny Lane is uniquely able to meet the current need. The two homes were previously licensed as Short-Term Residential Therapeutic Programs and Emergency-TSCFs. The current DCFS-TSCF contract with Penny Lane will expire on December 31, 2024. Without the DCFS-TSCF contract, sheltering needs are marginalized and the opportunity to spread this bold mentoring innovation is compromised.

It is important to note there remains a placement crisis across many jurisdictions in the country. DCFS is in the middle of such a crisis. There are many contributing factors, and in part include, the need for specific intensive or therapeutic placement/shelter resources, the limited number of resources, and shifts in the youth placement community and placement needs. DCFS needs to have these homes and contractual agreements available as soon as possible to meet these needs.

4. Have other products or vendor been considered?

Yes, DCFS instituted a workgroup to survey placement resources and to develop a landscape of the available options. The findings support that there remains a crisis for appropriate placements for youth with the most complex care needs.

5. Will purchase of this product avoid other costs?

Yes, this contract will preclude the need for DCFS to pay for hotel rooms to shelter children and youth. The sites are especially centered to avoid the need for youth to stay in a hotel while also responding to the youth's trauma needs.

6. Is this product proprietary or available from other dealers?

No, this product is not propriety and available from other dealers. However, the homes contracted via DCFS-TSCF are proprietary to Penny Lane. DCFS initially reached out to other vendors, but at that time there were no resources that could immediately meet DCFS' needs except for Penny Lane.

The operation at the Penny Lane facility is ongoing, as it is successful in that location and it would not be in the County's best economic interest to solicit for a new vendor for this contract. In addition, there are separate TSCF contracts for agencies that are interested in obtaining their own TSCF licenses to provide these services to the County.

7. Reasonableness of price. Does County obtain a percentage discount or special discount not available to the private sector?

No, the County did not obtain a discount that is not available to the private sector. For the past three years, Penny Lane did not increase the lease or other service cost thereby saving the County money. The contract beginning on January 1, 2025, will include an increase in the lease, utilities and other services including any costs impacted by the increase in the minimum wage.

8. What is the dollar value of the existing equipment?

There is no current equipment.



County of Los Angeles  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

510 S. Vermont Avenue, Los Angeles, California 90020  
(213) 351-5602



BRANDON T. NICHOLS  
Director

JENNIE FERIA  
Chief Deputy Director

Board of Supervisors  
HILDA L. SOLIS  
First District  
HOLLY J. MITCHELL  
Second District  
LINDSEY P. HORVATH  
Third District  
JANICE HAHN  
Fourth District  
KATHRYN BARGER  
Fifth District

August 28, 2024

To: Supervisor Lindsey P. Horvath, Chair  
Supervisor Hilda L. Solis  
Supervisor Holly J. Mitchell  
Supervisor Janice Hahn  
Supervisor Kathryn Barger

From: Brandon T. Nichols  
Director

**NOTICE OF INTENT TO EXTEND THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES-TEMPORARY SHELTER CARE FACILITY CONTRACT**

In compliance with Board Policy 5.100, Sole Source Contract and Amendments, this is to notify the Board that the Department of Children and Family Services (DCFS) intends to submit a Board letter to request delegated authority to execute Amendment One to extend the current Department of Children and Family Services–Temporary Shelter Care Facility (DCFS-TSCF) Contract Number 21-0074 with Penny Lane Centers (Penny Lane), effective January 1, 2025 through December 31, 2025, with two optional one-year extension periods through December 31, 2027.

In accordance with the Board Policy 5.100, Sole Source Contract and Amendments, County departments must provide advance written notice and justification to the Board when the departments do not have delegated authority to extend the term of the current contract beyond its original term, if the extension was not previously solicited for.

**BACKGROUND**

On December 15, 2021, DCFS received the TSCF License issued by the State to operate County TSCF facilities to provide much needed temporary shelter care and deliver comprehensive and seamless services to those seeking assistance from the County.

On January 1, 2022, DCFS executed the DCFS-TSCF contract with Penny Lane to lease two houses owned by Penny Lane while Penny Lane provides maintenance, meals and other services. The contract was extended for two additional one-year periods, and will expire on December 31, 2024.

*“To Enrich Lives Through Effective and Caring Service”*



The two three-bedroom, two-bathroom homes in the contract can accommodate six DCFS youth each, for a total of 12 youth, ranging in age from 13-17 years old. The Department quickly learned that the youth entering the shelter presented with complex care needs, defined as young people who have high acuity and need immediate intensive intervention. To meet the complex care needs and create a safe harmonious environment, the number of youth per TSCF site averaged around 3-4 instead of six, with a maximum of 6-8 youth between the two sites. It is crucial that DCFS continues to ensure the safety and well-being of the children and youth it serves. The DCFS-TSCF is a valuable resource in the continuum of care in Los Angeles County.

### **JUSTIFICATION**

The purpose of the DCFS-TSCF contract is to provide temporary shelter to children and youth under the TSCF license until safe permanent placement is secured.

Meeting the needs of youth with complex care needs require unprecedented and innovative strategies and DCFS' current contract with Penny Lane is part of an emerging framework to meet these needs.

DCFS is requesting to extend its contract with Penny Lane due to the ongoing crisis and the unique circumstances that exist. The contract offers an opportunity for DCFS as the placement agency to identify long-term connections and loving homes for children who need care. Moreover, the DCFS-TSCF allows children with the most complex care needs an opportunity for a safe affirming space during the temporary transition period. DCFS continues to work closely with local agencies and community partners to identify comprehensive placement options. At this time, the DCFS-TSCF supports children who require emergency care, provides resources and supports and serves as a place for healing. It is with the needs of the most vulnerable population in mind that the Department is seeking an extension.

Without extending the DCFS-TSCF contract, the County will not have sufficient shelter capacity for the children and youth it serves.

If you have any questions or need additional information, please call me or your staff may contact Aldo Marin, Board Liaison, at (213) 371-6052 or [marina@dcfs.lacounty.gov](mailto:marina@dcfs.lacounty.gov).

BTN:JF:CMM  
LTI:EO:JS:as

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