



# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

December 17, 2024

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

2-D December 17, 2024

A handwritten signature in black ink that reads "Edward Yen".

EDWARD YEN  
EXECUTIVE OFFICER

Dear Commissioners:

**CONTRACT FOR ASSESSMENT OF FAIR HOUSING CONSULTING SERVICES  
(ALL DISTRICTS) (3 VOTE)**

**SUBJECT**

This letter recommends approval of a one-year Contract, in the amount of \$105,000 with the National Council for Community Development Inc. dba Grow America (Grow America) to provide Assessment of Fair Housing (AFH) Consulting Services. The Contract may be extended up to two years at \$100,000 per year.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that approval of the Contract with Grow America for AFH consulting services is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.
2. Authorize the Executive Director or designee to execute and if necessary, terminate a one-year contract for Assessment of Fair Housing Consulting Services in the amount of \$105,000 with Grow America, using Community Development Block Grant (CDBG) administrative funds allocated for Fiscal Year (FY) 2024-2025 by the U.S. Department of Housing and Urban Development (HUD).
3. Authorize the Executive Director or designee to execute up to two one-year extensions to the Contract, at the same annual amount of \$105,000, using the annual allocation of CDBG funds by HUD, contingent upon continued CDBG funding and satisfactory contract performance, to be effective following approval as to form by County Counsel and execution by all the parties.

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

On June 4, 2024, your Board approved the 2024-2025 One-Year Action Plan for the Program Year July 1, 2024 through June 30, 2025, to receive CDBG funds from HUD for the purposes of meeting the County's housing and community development needs. The proposed Contract is consistent with the purposes set forth in the Action Plan.

## **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund.

The Contract will be funded with \$105,000 in CDBG administrative funds allocated by HUD for the 2024-2025 Program Year. The Contract may be renewed for a maximum of two years, at the same annual amount of \$105,000, contingent upon satisfactory contract performance and continued CDBG funding from HUD.

CDBG funds to cover the first year of this contract are included in the LACDA's approved Fiscal Year 2024-2025 Budget. Funds for future years will be included through the LACDA's annual budget approval process.

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

HUD requires that each CDBG recipient comply with Title VIII of the Civil Rights Act of 1968, also known as the Fair Housing Act (Act). The Act requires that each recipient administer programs and activities in a manner that affirmatively furthers fair housing within its jurisdiction. In January 2023, HUD released a proposed rule to implement the mandate to affirmatively further fair housing established in the Act. The proposed rule maintains much of the framework of the 2015 Affirmatively Furthering Fair Housing (AFFH) rule with some changes. The Assessment of Fair Housing Choice is replaced with an Equity Plan which grantees must complete every five (5) years. Through this Equity Plan, grantees will develop and implement fair housing goals to leverage HUD program funds to affirmatively further fair housing.

The fair housing goals established in the Equity Plan will be incorporated into the Consolidated Plan and Annual Action Plan. As such, it is necessary for LACDA to hire a consultant to assist with the preparation of this Equity Plan, as well as other plans related to AFFH that HUD requires of its grantees.

## **ENVIRONMENTAL DOCUMENTATION**

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)(4) because it involves public services that will not have a physical impact on or result in any physical changes to the environment. The activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

## **CONTRACTING PROCESS**

On July 8, 2024, a Request for Proposals (RFP) for Assessment of Fair Housing Consulting

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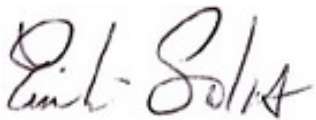
Services, Solicitation Number LACDA24-053 was conducted to identify firms to provide services to the LACDA. The RFP solicitation was posted on both LACDA's solicitation portal as well as on the County's WebVen website, and 39 vendors downloaded the solicitation package.

By the deadline of July 25, 2024, one firm submitted a proposal. The proposal was evaluated and based on the RFP requirements and the rating process, the proposer was selected as qualified to provide assessment of fair housing consulting services. The Summary of Outreach Activities is provided in Attachment A.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The Contract will ensure that residents of unincorporated Los Angeles County and CDBG participating cities will receive fair housing services.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Emilio Salas".

Emilio Salas

Executive Director

ES:LJ:ec

Enclosures

## Attachment A

### Summary of Outreach Activities

On July 8, 2024, the following outreach was initiated to identify a contractor to provide assessment of fair housing consulting services for the LACDA to serve the Los Angeles Urban County and 49 participating cities.

#### A. Announcement

A Request for Proposals (RFP) announcement was posted on the LACDA's and County's WebVen websites for 17 days and released 1,326 email notices. As a result of the outreach 39 firms downloaded the solicitation package from the LACDA website.

#### B. Proposal Results

On July 25, 2024, a response to the RFP was received from one firm. The proposal was evaluated and based on the RFP requirements and rating process, the National Council for Community Development Inc. dba Grow America (Grow America) was selected as qualified to provide assessment of fair housing consulting services for the LACDA.

<u>Contractor</u>	<u>Proposal Amount</u>
Grow America	\$105,000.00

#### C. Proposal Results

By the deadline of July 25, 2024, a response to the RFP was received from one firm. The proposal was evaluated and based on the RFP requirements and rating process; Grow America was selected as qualified to provide assessment of fair housing consulting services for the LACDA.

#### Minority/Women Participation – Selected Organization

<u>Name</u>	<u>Ownership/Certification</u>	<u>Employees</u>
Grow America	Non-Profit	87

The LACDA encourages the participation of minorities and women in the contract award process including providing information about the LACDA at local and national conferences; conducting seminars for minorities and women regarding the LACDA's programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations which represent minorities and women. The above information has been voluntarily provided by the above organizations.

The recommended award of Contract is being made in accordance with the LACDA's policies and federal regulations, and without regard to race, creed, color or gender.