



AGENDA

FOR THE REGULAR MEETING OF THE LOS ANGELES COUNTY HOUSING ADVISORY COMMITTEE WEDNESDAY, MAY 15, 2024, 12:00 PM

Primary location:
LACDA Headquarters
700 West Main Street
Alhambra, California 91801

Alternate location (teleconference only):
West Hollywood Library
Study Room C
652 N San Vicente Blvd
West Hollywood, California 90069

To join via phone, dial **(747) 200-6781**, then enter **525 710 562#** when prompted.

[Click here to join the meeting](#)

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1. **Call to Order**

2. **Roll Call**

James Brooks, Chair
Renee Contreras, Vice Chair
Mary Canoy
Zella Knight
Kelli Lloyd
Connor Lock
Ruthie Myers
Takao Suzuki
Anna Swett
Pamela Williams



Administrative Office
700 West Main Street, Alhambra, CA 91801
Tel: (626) 262-4511 TDD: (626) 943-3898



Executive Director: Emilio Salas
Commissioners: Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, Kathryn Barger

3. **Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of March 20, 2024

Regular Meeting of April 17, 2024

4. **Report of the Executive Director**

5. **Presentations**

6. **Public Comments**

Regular Agenda

7. **Fiscal Year 2024-2025 Budget of the Los Angeles County Development Authority (All Districts)**

Recommend that the Board of Commissioners:

Adopt and instruct the Chair to sign a Resolution approving the \$1,095,380,200 FY 2024-2025 Budget.

Instruct the Executive Director to implement the LACDA's FY 2024-2025 Budget and take all related actions for this purpose, including execution of all required documents.

Find that the approval of the LACDA's FY 2024-2025 Budget is not subject to the California Environmental Quality Act (CEQA) because the activities are not defined as a project under CEQA.

Authorize the Executive Director or designee to execute funding agreements or amendments to any existing funding agreements with the County of Los Angeles (County) and all required documents necessary to accept \$475,000 for the Cooperative Extension Program, \$1,007,000 for the Community Policing Program (CPP), \$425,000 for South County Public Housing Scattered Sites, \$11,043,000 for Measure H (Homeless Prevention Initiative), and \$216,000 for the Homeless Coordinator and ancillary services.

Authorize the Executive Director or designee to execute a Memorandum of Understanding (MOU), and any necessary amendments to the MOU, with the County and all required documents necessary to accept \$661,064 for the Juvenile Justice Crime Prevention Act (JJCPA).

Adopt and instruct the Chair to sign the Public Housing Agency (PHA) Board Resolution approving the operating budget and certifying submission of the

LACDA's FY 2024-2025 Budget to the United States Department of Housing and Urban Development (HUD).

(Continued from the Housing Advisory Committee meeting of April 17, 2024)

8. **Contracts for Furniture and Appliance with Installation Services (All Districts)**

Recommend that the Board of Commissioners:

Authorize the Executive Director or designee to execute two one-year Contracts for furniture and appliance with installation services with Paramount Mattress, Inc., and Best Home Furniture, using up to \$1,000,000 in program funds included in the LACDA's Fiscal Year 2023-2024 approved budget and 2024-2025 proposed budget, to be effective following approval as to form by County Counsel and execution of all parties.

Authorize the Executive Director or designee to execute amendments to the Contracts, following approval as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with an annual compensation of \$1,000,000 to be shared between the two Contracts, using funds to be included in the LACDA's annual budget approval process.

Authorize the Executive Director or designee to amend the Contracts to modify the Statement of Work, add services as needed for unforeseen needs, and update provisions of the Contract.

Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate either Contract for convenience.

Find that approval of Contracts to provide furniture and appliance with installation services is exempt from the California Environmental Quality Act (CEQA) for the reasons stated in the Board letter and the record of the project.

(Continued from the Housing Advisory Committee meeting of April 17, 2024)

9. **Contracts for Plumbing Services (All Districts)**

Recommend that the Board of Commissioners:

Authorize the Executive Director or designee to execute two one-year Contracts for plumbing services (Contracts) with Windol Orr dba No Worries Plumbing and Pipe Pros Plumbing, Inc., using a shared amount of up to \$2,200,000 in program funds included in the LACDA's approved Fiscal Year 2023-2024 budget and

proposed Fiscal Year 2024-2025 budget, to be effective following approval as to form by County Counsel and execution by all parties.

Authorize the Executive Director or designee to execute amendments to the Contracts, following approval as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with an annual shared compensation of \$2,200,000, using funds to be included in the LACDA's annual budget approval process.

Authorize the Executive Director or designee to amend the Contracts to modify the Statement of Work, add services, and increase the annual shared compensation by up to \$220,000 (10%) per year as needed for unforeseen costs.

Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate either Contract for convenience.

Find that approval of Contracts to provide plumbing services is exempt from the California Environmental Quality Act (CEQA), as described herein, for the reasons stated in this Board letter and the record of the project.

(Continued from the Housing Advisory Committee meeting of April 17, 2024)

10. Contract for Landscaping Services (All Districts)

Recommend that the Board of Commissioners:

Find that the approval of a Contract for landscaping services is exempt from the provisions of the California Environmental Quality Act (CEQA) because the action will not have the potential for causing a significant effect on the environment.

Authorize the Executive Director or designee to execute a one-year Contract with Stay Green, Inc., for landscaping services, and all related documents, in the amount of \$2,000,000 using program funds included in the LACDA's approved Fiscal Year 2024-2025 budget, to be effective July 1, 2024, following approval as to form by County Counsel and execution by all parties.

Authorize the Executive Director or designee to execute amendments to the Contract, following approval as to form by County Counsel, to extend the term for a maximum of four additional years, in one-year increments, with an annual compensation of \$2,000,000, using funds to be requested through the LACDA's annual budget approval process.

Authorize the Executive Director or designee to amend the Contract to add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% as needed for unforeseen costs.

Authorize the Executive Director or designee to increase the annual compensation by the amount of the LACDA Living Wage Program rate increase in addition to all other authorizations.

Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contract, to terminate the Contract for convenience.

11. Contract for Heating, Venting and Air Conditioning Maintenance and Repair Services (All Districts)

Recommend that the Board of Commissioners:

Authorize the Executive Director or designee to execute, amend, and if necessary, terminate a one-year Contract with ACCO Engineered Systems, Inc. for heating, venting, and air conditioning maintenance and repair services, with an annual compensation of up to \$600,000, in program funds included in the LACDA's approved Fiscal Year 2023-2024 budget and proposed Fiscal Year 2024-2025 budget, to be effective following approval as to form by County Counsel and execution by all parties.

Authorize the Executive Director or designee to execute amendments to the Contract, as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with an annual shared compensation of \$600,000 using funds to be included in the LACDA's annual budget approval process.

Authorize the Executive Director or designee to amend the Contract to modify the Statement of Work to add or delete sites, and services, and increase the compensation by up to \$60,000 (10%) per year as needed for unforeseen costs.

Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate the Contract for convenience.

Find that approval of the Contract to provide heating, venting, and air conditioning maintenance and repair services is exempt from the California Environmental Quality Act (CEQA), as described herein, for the reasons stated in this Board letter and the record of the project.

12. Contracts for Annual Re-examination Services (All Districts)

Recommend that the Board of Commissioners:

Authorize the Executive Director or designee to execute a one-year contract for annual re-examination services with Quadel Consulting and Training LLC, using

up to \$800,000 program funds included in LACDA's Fiscal Year 2023-2024 approved budget and 2024-2025 proposed budget, to be effective following approval as to form by County Counsel and execution of all parties.

Authorize the Executive Director or designee to execute amendments to the Contracts, following approval as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with an annual compensation of \$800,000, using funds to be included in the LACDA's annual budget approval process.

Authorize the Executive Director or designee to amend the Contracts to modify the Statement of Work, add services as needed for unforeseen needs, and update provisions of the Contract.

Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate either Contract for convenience.

Find that approval of Contracts to provide annual re-examination services is not subject to the California Environmental Quality Act (CEQA), because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

13. Adopt a Unit Price Catalog and Specifications, Advertise and Award 20 Job Order Contracts for the Repair, Remodel, Refurbishment, and Maintenance of Various Properties (All Districts)

Recommend that the Board of Commissioners:

Find that the adoption of the JOC unit price book from The Gordian Group, dated May 2024, approval for advertisement for bids, and the proposed award of JOCs and related actions are not a project under the California Environmental Quality Act for the reasons stated in this Board letter and in the records pertaining to the JOCs.

Adopt the JOC Construction Task Catalog and Technical Specifications prepared by The Gordian Group, Inc., dated May 2024.

Direct the Executive Officer of the Board to advertise for bids to be received and opened on August 13, 2024, using The Gordian Group, Inc.'s JOC System for 20 separate JOCs (106-125) in accordance with the Notice For Bids.

Delegate authority to the Executive Director or designee to make the determination that a bid is nonresponsive and to reject a bid on that basis; to award to the next lowest responsive and responsible bidder; to waive inconsequential and nonmaterial deficiencies in bids submitted; and to determine, in accordance with

the applicable contract and bid documents, whether the apparent lowest responsive and responsible bidder has satisfied all conditions for contract award. Upon such determination delegate authority to the Executive Director or designee to award and execute 20 JOCs, each not to exceed \$6,023,368.73, in the form previously approved by County Counsel; and to establish the effective date of the contracts upon receipt by the LACDA of acceptable performance and payment bonds and evidence of required contractor insurance.

With respect to JOCs 106 to 125, authorize the Executive Director or designee, subject to a finding of exemption under the California Environmental Quality Act (CEQA), to issue work orders for projects that are not subject to the State Public Contract Code including maintenance work, as applicable, not to exceed \$6,023,368.73 per work order; subject to the limitation that the aggregate amount of all work orders issued under a particular JOC does not exceed the \$6,023,368.73 maximum contract amount of the JOC.

Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the JOCs, to amend the JOCs; to terminate any of the 20 JOCs for convenience; to terminate the contractor's right to proceed with the performance of the JOCs; to accept projects and file notices upon completion of the projects; to release retention money withheld pursuant to the applicable provisions of the Public Contract Code; to grant extensions of time on projects, as applicable, and assess and collect liquidated damages as authorized under Government Code Section 53069.85 and the contract specifications.

14. Commissioner Comments or Suggestions for Future Agenda Items

Access to the agenda and supporting documents are available on the LACDA website. Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Advisory Committee meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least four business days prior to the meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the LACDA by phone at (626) 586-1855 from 8:00 a.m. to 6:00 p.m., Monday through Thursday, or by e-mail at nick.teske@lacda.org.

**MINUTES FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY DEVELOPMENT AUTHORITY
HOUSING ADVISORY COMMITTEE**

Wednesday, March 20, 2024

The meeting was convened at LACDA headquarters, located at 700 West Main Street in Alhambra, California.

Digest of the meeting. The Minutes are being reported seriatim.

The meeting was called to order by Commissioner Brooks at 12:08 p.m.

<u>Roll Call</u>	<u>Present</u>	<u>Absent</u>
James Brooks	X	
Renee Contreras	X	
Mary Canoy	X	
Zella Knight		X
Kelli Lloyd		X
Connor Lock	X	
Ruthie Myers	X	
Takao Suzuki		X
Anna Swett	X	
Pamela Williams	X	

Agenda Item No. 3 – Reading and Approval of the Minutes of the Previous Meeting

On motion by Commissioner Myers, seconded by Commissioner Lock, the minutes of the Regular Meeting of February 21, 2024 were approved as presented.

Agenda Item No. 4 – Report of the Executive Director

Executive Director Emilio Salas provided an update on federal legislation. He reported that after four Continuing Resolutions, Congress finally passed a Fiscal Year 2024 budget that was signed by the President earlier in March 2024. Overall HUD funds were \$70 billion, a cut of \$2 billion from the prior year. Public Housing was funded at \$8.8 billion, a \$296 million increase over the prior year. The Capital Fund Program was funded at \$3.2 billion, the same as the prior two years, representing a de facto cut when accounting for the increase costs for construction and materials. The Operating Fund was funded at \$5.4 billion, approximately \$300 million over the prior fiscal year.

For Section 8, the budget includes \$32.3 billion for Tenant Based Rental Assistance, an increase of \$2.1 billion over the prior fiscal year. Administrative Fees were reduced from \$2.778 billion to \$2.771 billion. This pays for vehicles, inspectors, staff salaries, and day-to-day operations of the Section 8 program. These fees have been stretched as the

LACDA serves more of the formerly unhoused population through our homeless preference, and we require more staff to handle the same number of vouchers.

Emilio also reported on the federal budget for non-housing programs that the LACDA administers, including the Community Development Block Grant (CDBG), which received flat funding at \$3.3 billion, and the HOME Investment Partnerships Program, which was reduced to \$1.25 billion from \$1.5 billion in the prior year.

Emilio also reported that the President recently released his proposed budget for Fiscal Year 2025. This marks the kickoff for congressional budget negotiations. Emilio emphasized the need for advocacy and the timeliness of the upcoming visits to Washington, DC by Housing Advisory Committee members and LACDA staff. He outlined three priorities for advocacy: 1) Increasing the cap on Project-Based Vouchers (PBVs), which we attach to affordable housing developments to make them financially viable over the long term, and is one of the best tools to produce new affordable housing; 2) Disallowing income from Guaranteed Income Programs so that public housing residents and Section 8 participants are not disincentivized from participating in these programs for fear of increasing their rent payments; and 3) Giving HUD the authority to reallocate unused budget authority and vouchers between jurisdictions in order to maximize these resources by sending them to jurisdictions like the LACDA that can use them.

Emilio reported that HUD Secretary Marcia Fudge recently resigned, and Adrienne Todman was appointed as Acting Secretary. Todman was the former head of the National Association of Housing and Redevelopment Officials (NAHRO).

Emilio provided an update on the LACDA's public housing rental arrearages. We are hopeful that the Board of Supervisors may be able to clear some arrearages through use of American Rescue Plan Act funds but would need to work with residents to ensure they continue to pay rent going forward.

Emilio reported that the LACDA's Section 8 program is projected to be out of shortfall this year, which will allow us to lease up new households at a steady pace until the end of 2024.

Emilio also reported that HUD recently released guidance that would allow the LACDA to self-refer veteran clients for the Veterans Affairs Supportive Housing (VASH) program, rather than relying on referrals from the Department of Veterans Affairs, which have not been sufficient to fully lease up our VASH vouchers. The LACDA is currently evaluating the feasibility of this option to increase VASH lease-up, as it comes with no additional funding and would require the LACDA to provide case management for the first six months.

Finally, Emilio provided an update on the purge of the Public Housing and Section 8 waiting lists. For Public Housing, the list was reduced from 21,979 to 4,273, which means we will be able to reopen the waiting list soon. For Section 8, the list was reduced from 32,486 to 4,830. Due to the Section 8 homeless preference, we will not be able to reopen

the Section 8 list yet. Emilio shared a story of correspondence he received during the waiting list purge process, highlighting the impacts of the long waits on low-income seniors and families, and the need for additional resources.

Agenda Item No. 5 - Presentations

Family Self-Sufficiency Graduate

Housing Success Story and Client Testimony

Annual Plan and Housing Opportunity Through Modernization Act (HOTMA)

Agenda Item No. 6 – Public Comments

None

Agenda Item No. 7 – Approve the Annual Plan for the Los Angeles County Development Authority (All Districts)

On motion by Commissioner Myers, seconded by Commissioner Canoy, the following was approved:

Recommend that the Board of Commissioners:

Find that approval of the Annual Plan is not subject to the provisions of the California Environmental Quality Act (CEQA), because it will not have the potential for causing a significant effect on the environment.

Approve the Annual Plan, as required by the U.S. Department of Housing and Urban Development (HUD), to update the Los Angeles County Development Authority's (LACDA) program goals, major policies, and financial resources, including the Admissions and Continued Occupancy Policy for the Public Housing Program (ACOP), and the Housing Choice Voucher Program (HCV) Administrative Plan.

Adopt and instruct the Chair to sign a Resolution approving the Annual Plan for submission to HUD and authorize the Executive Director or his designee to take all actions required for the implementation of the Annual Plan.

Authorize the Executive Director or his designee to execute all documents required to receive HUD-allocated CFP funds in the amount of approximately \$9,000,000.

Authorize the Executive Director or his designee to incorporate into the Annual Plan all public comments received and approved for inclusion by the Board; and authorize the Executive Director or his designee to submit the Annual Plan to HUD by April 17, 2024.

Agenda Item No. 8 – Commissioner Comments or Suggestions for Future Agenda Items

The meeting was adjourned at 1:49 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Emilio Salas", written over a horizontal line.

EMILIO SALAS
Executive Director
Secretary-Treasurer

**MINUTES FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY DEVELOPMENT AUTHORITY
HOUSING ADVISORY COMMITTEE**

Wednesday, April 17, 2024

The meeting was convened at LACDA headquarters, located at 700 West Main Street in Alhambra, California.

Digest of the meeting. The Minutes are being reported seriatim.

The meeting was called to order by Commissioner Contreras at 12:07 p.m.

<u>Roll Call</u>	<u>Present</u>	<u>Absent</u>
James Brooks		X
Renee Contreras	X	
Mary Canoy	X	
Zella Knight		X
Kelli Lloyd	X	
Connor Lock	X	
Ruthie Myers	X	
Takao Suzuki	X	
Anna Swett	X	
Pamela Williams	X	

Due to lack of quorum at the primary meeting location, the meeting proceeded with informational presentations only, and no official business.

Agenda Item No. 3 – Reading and Approval of the Minutes of the Previous Meeting

No action taken.

Agenda Item No. 4 – Report of the Executive Director

Chief of Programs Tracie Mann provided an update on proposed federal legislation affecting the LACDA. She reported that Representatives Alexandria Ocasio-Cortez, Delia Ramirez, and Senator Bernie Sanders reintroduced the Green New Deal for Public Housing Act in partnership with public housing residents, affordable housing advocates, and climate change activists. The sweeping legislation aims to retrofit, rehabilitate, expand, and decarbonize the nation’s public housing stock through an estimated \$162 to \$234 billion investment over the next ten years. It would also include a provision repealing the Faircloth Amendment, which limits the number of units any public housing agency can own and operate, effectively halting new construction of public housing. The bill was introduced in 2021 with a suggested \$172 billion in funding, but it never passed out of committee in the House or Senate.

Specifically, the Green New Deal for Public Housing Act would expand federal programs to provide residents with meaningful work, such as investing in their communities, owning and operating resident businesses, moving toward financial independence, and participating in the management of public housing. The bill would also expand resident councils so that public housing residents can sit at the table for important decisions regarding their homes. Finally, the Green New Deal for Public Housing Act would repeal the Faircloth Amendment. We will be closely monitoring the movement of this proposal.

Tracie also reported that Representatives Adam Schiff and Jimmy Gomez recently introduced the Government Facilities to Affordable Housing Conversion Act (H.R. 7826), incentivizing converting unused government buildings into affordable housing units. Specifically, the legislation would direct HUD, the General Services Administration, and the Office of Management and Budget to work in coordination to identify vacant and underutilized Federal buildings that would be suitable for residential use development, maintain public list sale opportunities, and provide an annual report to Congress on these efforts. The legislation would also create a new grant program to support states and local governments in housing conversion efforts. It would also provide additional funding to study the effectiveness of office buildings in residential property conversions.

Tracie reported that on April 10, 2024, HUD released a proposal to update existing screening regulations for applicants to HUD-assisted housing with conviction histories or a history of involvement with the criminal-legal system. Under current policy, public housing agencies (PHAs) and landlords of HUD-assisted housing have broad discretion in evaluating current and prospective tenants. As a result, some PHAs and landlords have created additional barriers for people with conviction and arrest records in need of stable housing. These barriers can make it difficult – and, for some with conviction histories, impossible – to obtain housing. HUD’s proposed rule would require landlords of HUD-assisted housing to perform an individualized assessment of potential tenants with a conviction history, considering mitigating factors like the length of time since the conviction, the nature and severity of the conviction, and what the applicant has done since the conviction. The proposed rule is open to public comments until June 10, 2024. LACDA’s Policy and Legislative Committee members are currently reviewing for impact on the agency. Under our current policies, we screen for criminal history based on HUD’s mandated requirements, which are limited to various drug and violent criminal-related activities and lifetime registered sex offenders.

Tracie reported that HUD recently announced \$173 million to make homes more energy efficient and climate resilient for low-income Americans as part of President Biden’s Investing in America Agenda. LACDA was awarded a \$9.6 million grant under HUD’s Green and Resilient Retrofit Program (GRRP). These funds will support the renovation of LACDA’s Lancaster Homes Apartments. GRRP provides funding for direct loans and grants to fund projects that improve energy or water efficiency, enhance indoor air quality or sustainability, implement the use of zero-emission electricity generation, low-emission building materials or processes, energy storage, or building electrification strategies, or address climate resilience, of eligible HUD-assisted multifamily properties. GRRP also provides funding to support benchmarking at assisted properties.

The new grant will allow the LACDA to fund the construction of energy-efficient windows and doors, heat-resistant roofs, energy-efficient heating and cooling, solar, lighting, and other energy-related improvements. The grant will also provide funding to include mobility and safety improvements for seniors whose average age at the property is 75 and for disabled residents, including ADA-related improvements for accessibility throughout the site.

Tracie reported that the LACDA received an official HUD notification that we were out of a shortfall position for the Housing Choice Voucher program. Housing Assistance Director Medina Johnson-Jennings and her team are planning the resumption of activities to increase voucher utilization while closely monitoring spending. The LACDA's HUD representative shared that nationwide, PHAs are on the cusp of falling into a shortfall position due to increased housing assistance payment costs. While being out of shortfall is welcome news, we have to be strategic about our approach to lease more vouchers and do our best to remain out of shortfall this year.

Trace reported that the LACDA's Public Housing waiting list opened for new registrants on April 15, 2024 and was scheduled to close on April 30, 2024, or when a sufficient number of registrations have been received, whichever occurs first. As of the April 17, 2024 HAC meeting, the LACDA had received 358 new unduplicated registrants since the list's opening on Monday. We are on track to hit 4,000 new registrants by the end of the month.

Finally, Tracie reported that we are ready to conduct some of the HAC meetings offsite using the hybrid option later this year. We have the technology available to hold the meetings at the Nueva Maravilla, Carmelitos, and Harbor Hills housing developments. One option is to schedule offsite meetings during over alternating months. A revised calendar will be agenized for the HAC's consideration at a future meeting.

Agenda Item No. 5 - Presentations

Centro de Ninos Disposition

Action Plan for Fiscal Year 2024-2025

Annual Budget for Fiscal Year 2024-2025

Agenda Item No. 6 – Public Comments

None

Agenda Item No. 7 – Fiscal Year 2024-2025 Budget of the Los Angeles County Development Authority (All Districts)

No action taken.

Agenda Item No. 8 – Contracts for Furniture and Appliance with Installation Services (All Districts)

No action taken.

Agenda Item No. 9 – Contracts for Plumbing Services (All Districts)

No action taken.

Agenda Item No. 10 – Commissioner Comments or Suggestions for Future Agenda Items

Commissioner Suzuki brought up concerns regarding insurance costs that are affecting both the development and management of affordable housing.

Commissioner Contreras requested trainings for Resident Councils at public housing sites.

The meeting was adjourned at 1:15 p.m.

Respectfully submitted,



EMILIO SALAS
Executive Director
Secretary-Treasurer



May 15, 2024

TO: Housing Advisory Committee

FROM: Medina D. Johnson-Jennings, Director 
Housing Assistance Division

RE: **FSS PROGRAM UPDATE –APRIL 1, 2024**

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

ACTIVITIES

NUMBER CURRENTLY ENROLLED	331	As of May 1, 2024 , there were 296 Housing Choice Voucher (HCV) and 35 Public Housing (PH) FSS participants.
NEW ENROLLMENTS	5	(4) Housing Choice Voucher (HCV) and (1) for Public Housing (PH).
CONTRACTS EXPIRED	6	(5) FSS contracts expired for Housing Choice Voucher (HCV) and (1) for Public Housing (PH).
DIRECT ASSISTANCE REFERRALS	520 572 261 211 175 239 193 74 7 106 0 7	Job Referrals Work Source/Job Fairs Educational/Vocational/Job Training Financial Literacy Home Ownership Counseling Credit Repair Other/Utility/Legal Aid Covid-19/Childcare Services Computer Training Small Business Youth Services IDA Free Tax Prep Pop-up Sites
OUTREACH & COMMUNITY EVENT	2	FSS PCC, Hud Fair Housing
GRADUATIONS	3	(2) Request for Graduation for Housing Choice Voucher (HCV) and (1) for Public Housing (PH).

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

Attachment



May 15, 2024

Housing Advisory Committee
Los Angeles County Development Authority
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

**FISCAL YEAR 2024-2025 BUDGET OF THE LOS ANGELES COUNTY
DEVELOPMENT AUTHORITY
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of the Fiscal Year (FY) 2024-2025 recommended Budget of the Los Angeles County Development Authority (LACDA). The FY 2024-2025 Budget totals \$1,095,380,200, an increase of \$132,454,500 or 14% over the final approved FY 2023-2024 Budget of \$962,925,700.

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners adopt and instruct the Chair to sign a Resolution (Attachment A) approving the \$1,095,380,200 FY 2024-2025 Budget.
2. Recommend that the Board of Commissioners instruct the Executive Director, or designee, to implement the LACDA's FY 2024-2025 Budget and take all related actions for this purpose, including execution of all required documents.
3. Recommend that the Board of Commissioners find that the approval of the LACDA's FY 2024-2025 Budget is not subject to the California Environmental Quality Act (CEQA) because the activities are not defined as a project under CEQA.



Administrative Office
700 West Main Street, Alhambra, CA 91801
Tel: (626) 262-4511 TDD: (626) 943-3898



Executive Director: Emilio Salas
Commissioners: Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, Kathryn Barger

4. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute funding agreements or amendments to any existing funding agreements with the County of Los Angeles (County) and all required documents necessary to accept \$475,000 for the Cooperative Extension Program, \$1,007,000 for the Community Policing Program (CPP), \$425,000 for South County Public Housing Scattered Sites, \$11,043,000 for Measure H (Homeless Prevention Initiative), and \$216,000 for the Homeless Coordinator and ancillary services.
5. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute a Memorandum of Understanding (MOU), and any necessary amendments to the MOU, with the County and all required documents necessary to accept \$661,064 for the Juvenile Justice Crime Prevention Act (JJCPA).
6. Recommend that the Board of Commissioners adopt and instruct the Chair to sign the Public Housing Agency (PHA) Board Resolution (Attachment B) approving the operating budget and certifying submission of the LACDA's FY 2024-2025 Budget to the United States Department of Housing and Urban Development (HUD).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to establish the FY 2024-2025 appropriation authority for LACDA operations and activities.

On March 3, 2024, a final Federal Fiscal Year (FFY) 2024 Transportation, Housing and Urban Development spending bill was released that provides a substantial increase in funding for affordable housing and homeless programs. The final spending bill provides HUD programs with an extra \$8.3 billion compared to FFY 2023; the LACDA anticipates this funding increase will have a positive impact on the LACDA's budget, however, the exact allotment will not be known until HUD releases the final allocation and proration levels. The LACDA continues to support COVID-19 related efforts and implement programs that are in line with the County's Strategic Plan. With a strong financial footing, the LACDA remains dedicated to serving the residents and businesses of Los Angeles County.

The recommended FY 2024-2025 Budget of the LACDA totals \$1,095,380,200, an increase of 14% over the final approved FY 2023-2024 Budget of \$962,925,700. The increase is primarily attributed to the increases in Housing Assistance funding for Housing Choice Voucher (HCV) and Continuum of Care (COC) landlord payments; capital improvements at our Housing Operations sites; HOME American Rescue Plan and Affordable Housing Development programs to reduce homelessness and increase housing stability; Community Care Expansion (CCE) for the rehabilitation and preservation of existing Adult Residential Care Facilities and Residential Care Facilities

for the Elderly; and Permanent Local Housing Allocation (PLHA) for unmet housing needs in local communities. The increase is offset by a decrease in Measure H, Economic Development Administration grants, and Section 108 loans.

FISCAL IMPACT/FINANCING

The FY 2024-2025 Budget includes \$212 million in County funds consisting of the following: Affordable Housing Trust Fund (AHTF), funding from County Departments, Capital Projects at the public housing sites, Measure H, and Other Countywide Initiatives.

BUDGET OVERVIEW:

The total FY 2024-2025 Budget of \$1,095,380,200 consists primarily of Federal funding provided by HUD for housing and community development programs. Over half of the budget is in support of the Housing Assistance and Public Housing programs for low-income families, seniors, persons with disabilities, and veterans. Local revenue sources include County funds, public housing rental income, and other grants received in support of housing activities.

HUD funds are budgeted at \$742.7 million and consist of the following: \$485.8 million in Section 8 Housing Choice Voucher funding to provide rental assistance families; \$59.4 million in HUD American Rescue Plan (ARP) funding to provide rental assistance for Emergency Housing Vouchers and to develop supportive and affordable housing for the homeless and/or mentally ill individuals and families; \$44.9 million in CoC funding to provide rental assistance and supportive services to families and individuals with special needs; \$38.3 million in Public Housing Operating Fund funding to manage and maintain public and affordable housing units; \$34.9 million in Veterans Affairs Supportive Housing (VASH) funding to provide rental assistance to homeless veterans; \$32.5 million in Community Development Block Grant (CDBG) funding to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons; \$13.1 million in Capital Funds funding to rehabilitate and provide site improvements at the public housing sites; \$12.5 million in HOME funding to increase homeownership and affordable housing opportunities for low- and very low-income households; \$6.5 million in Multi-Family Housing Assistance Payments (HAP) funding to provide rental assistance at Kings Road and Lancaster Homes; \$4.2 million in HUD Other funding for resident services activities and to mitigate lead hazards in multi-family units with children under the age of six; \$4.2 million in Mainstream funding to provide rental assistance to non-elderly persons with disabilities; \$3.2 million in Emergency Solutions Grants (ESG) funding for rapid rehousing for persons who are experiencing homelessness or at-risk of homelessness; \$1.4 million in Family Self-Sufficiency funding to help assisted families achieve self-sufficiency; \$1 million in CARES Act HUD CDBG funding to assist County residents impacted by COVID-19; and the remaining funding is to support other HUD initiatives.

County funds are budgeted at \$212 million and consist of the following: \$88.1 million in AHTF funding to develop supportive and affordable housing for the homeless and/or mentally ill individuals and families; \$80.1 million in County Departments funding to support lead-based paint mitigation activities, to assist families in the child welfare system to prevent homelessness, and to rehabilitate and preserve existing adult residential care facilities and residential care facilities; \$27.5 million in Other County funding to for the ARP-Enabled and various Housing Development Special projects to develop supportive and affordable housing for the homeless and/or mentally ill individuals and families and to support public housing resident services related activities; \$11.3 million in Measure H funding to provide sign-on bonus, security deposit assistance, damage mitigation and vacancy loss incentives; \$3.1 million in County Homeless Prevention Initiative (HPI) funding for predevelopment and acquisition funding for the development of affordable housing; and \$1.9 million in County Capital Project funding to provide construction management services to complete Renovate business façade improvement projects.

State funds are budgeted at \$115.7 million and consist of funding from the California Department of Housing and Community Development to support affordable housing developments, to address unmet housing needs in local communities, to support other State initiatives; and the remaining funding is to support other State initiatives.

Other Federal funds are budgeted at \$13.4 million and consist of the following: \$5.9 million in ARP funding to support the State in providing emergency rental assistance for families affected by COVID-19 and to issue grants to childcare businesses impacted by COVID-19; \$5.8 million in Federal Aviation Administration (FAA) funding to provide improvements to reduce the exterior noise impact on properties located within the flight path of Los Angeles International Airport; \$1.7 million in U.S. Department of Commerce's Economic Development Administration funding to create and retain jobs by providing grants to eligible businesses; and the remaining funding is to support Other Federal initiatives.

Other funds are budgeted at \$11.6 million and consist of the following: \$7.3 million in General Fund funding for general activities such as legal and the Antelope Valley Office building improvements; \$3.4 million in Court funding to provide oversight of traffic citations and to monitor the Community Services Referral Agencies (CSRA) on behalf of the courts; and the remaining funding is to support other LACDA program initiatives.

The LACDA Budget includes 709 positions, an increase of 16 positions from the FY 2023-2024 adopted budget. The 16 new positions are necessary to support newly mandated HUD programs and support increase voucher allocation.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In January 2001, the Community Development Commission and the Housing Authority of the County of Los Angeles, predecessors to the LACDA, with the concurrence of the County Auditor-Controller, developed an administrative policy for establishing a Capital Budget. FY 2024-2025 marks the 23rd year that the LACDA will submit a Capital Budget

that details carryover and future projects. The FY 2024-2025 operating budget includes \$24 million in capital budget for 32 projects.

On June 4, 2024, the Board of Supervisors is considering the FY 2024-2025 One-Year Action Plan (Action Plan) for the allocation of Federal funds, which includes the planned use of CDBG, HOME, and ESG funding by the LACDA, County departments, participating cities, community-based organizations, and other public agencies. The Action Plan was created with citizen input, as required by Federal regulations.

Adoption of the attached Resolution approving the FY 2024-2025 Budget (Attachment A) is necessary to establish new fiscal year appropriation authorities for the LACDA, to receive funding, and to comply with Federal Notice 94-66 (Public Housing Authority) from HUD's Office of Public and Indian Housing, issued September 2, 1994. HUD Form 52574 (Attachment B) must also be approved by the Board of Commissioners to certify the LACDA's operating budget. This letter also recommends authority for the Executive Director, or designee, to execute any other documents for implementation of the budget, such as financial reports, audit requests and related documents required by HUD or any other governing bodies.

We are recommending the Board authorize the Executive Director, or designee, to execute and/or amend funding agreements with the County for the following:

- \$475,000,000 for the Cooperative Extension Program for direct and indirect support towards the offering of educational programs to residents in the Los Angeles County area.
- \$1,007,000 for CPP in public housing sites throughout the County to help pay for existing deputies and officers.
- \$425,000 for the South County Public Housing Scattered Sites operational costs.
- \$11,043,000 for the Measure H Program to offer monetary incentives to encourage landlords to rent their available units to homeless Section 8 voucher holders.
- \$216,000 for the Homeless Coordinator position and ancillary services.

We are recommending the Board authorize the Executive Director, or designee, to execute an MOU with the County for the JJCPA program to implement effective programs aimed at reducing crime and delinquency among at-risk youth and youthful offenders. These programs focus on prevention and intervention strategies to address juvenile delinquency and promote positive outcomes for young individuals.

ENVIRONMENTAL DOCUMENTATION

Approval of the LACDA's FY 2024-2025 Budget is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34(a)(3) because they involve administrative activities that will not have a physical impact or result in any physical changes to the environment. The activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378(b) because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the FY 2024-2025 Budget will enable the LACDA to conduct program activities to benefit low- and moderate-income residents of the County and participating cities.

Respectfully submitted,

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

EMILIO SALAS
Executive Director

ES:MF:SLA

Enclosures

ATTACHMENT A

RESOLUTION APPROVING THE FISCAL YEAR 2024-2025
BUDGET OF THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY

WHEREAS, the Board of Commissioners of the Los Angeles County Development Authority has received the Annual Budget for Fiscal Year 2024-2025 and has found:

1. That the proposed expenditures are necessary for the efficient and economical operation of housing programs for the purpose of serving low- and very-low income families.
2. That the budget is reasonable in that:
 - (a) It indicates a source of funding adequate to cover all proposed expenditures.
 - (b) It does not provide for use of federal funding in excess of that payable under the provisions of 24 Code of Federal Regulations Part 990.
3. That all proposed rental charges and expenditures will be consistent with provisions of law and the Annual Contributions Contracts with the U.S. Department of Housing and Urban Development.
4. That no employee serving in a variety of positions is reflected in the operating budget as serving an aggregate amount of time exceeding 100 percent; and

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

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

1. The above recitals are true and correct.
2. The Los Angeles County Development Authority adopts the following annual budgeted revenues and appropriations for Fiscal Year 2024-2025, as set forth in the Annual Budget for the Los Angeles County Development Authority:

Estimated Funding	<u>\$1,095,380,200</u>
Expenditure and Reserve Appropriations:	<u>\$1,095,380,200</u>

3. This Resolution shall take effect immediately.

APPROVED AND ADOPTED by the Board of Commissioners of the
Los Angeles County Development Authority on this __ day of
_____, 2024.

ATTEST:

FESIA A. DAVENPORT
Executive Officer-Clerk of the
Board of Commissioners

LINDSEY HORVATH
Chair, Board of Commissioners

By: _____
Deputy

By: _____

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By:  _____
Deputy

PHA Board Resolution

Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 06/30/2022)

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

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

PHA Name:

PHA Code:

PHA Fiscal Year Beginning:

Board Resolution Number:

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

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

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

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

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

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

Print Board Chairperson's Name:	Signature:	Date:
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May 15, 2024

Housing Advisory Committee
Los Angeles County Development Authority
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

**CONTRACTS FOR FURNITURE AND APPLIANCE WITH INSTALLATION SERVICES
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of two Contracts for the purpose of providing furniture and appliance with installation services to participants who reside in rental units throughout Los Angeles County as part of the Homeless Incentive Program (HIP) administered by the Los Angeles County Development Authority (LACDA).

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute two one-year Contracts for furniture and appliance with installation services with Paramount Mattress, Inc., and Best Home Furniture, using up to \$1,000,000 in program funds included in the LACDA's Fiscal Year 2023-2024 approved budget and 2024-2025 proposed budget, to be effective following approval as to form by County Counsel and execution of all parties.
2. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute amendments to the Contracts, following approval as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with an annual compensation of \$1,000,000 to be shared between the two Contracts, using funds to be included in the LACDA's annual budget approval process.



Administrative Office
700 West Main Street, Alhambra, CA 91801
Tel: (626) 262-4511 TDD: (626) 943-3898



Executive Director: Emilio Salas
Commissioners: Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, Kathryn Barger

3. Recommend that the Board of Commissioners authorize the Executive Director or designee to amend the Contracts to modify the Statement of Work, add services as needed for unforeseen needs, and update provisions of the Contract.
4. Recommend that the Board of Commissioners authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate either Contract for convenience.
5. Recommend that the Board of Commissioners find that approval of Contracts to provide furniture and appliance with installation services is exempt from the California Environmental Quality Act (CEQA), as described herein, for the reasons stated in this Board letter and the record of the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to authorize the Executive Director to execute contracts with Paramount Mattress, Inc., and Best Home Furniture in the aggregate amount of \$1,000,000 for furniture and appliance with installation services. HIP offers monetary incentives to encourage landlords to rent their available units to LACDA homeless Section 8 voucher holders. Funding for the program comes as part of the Homeless Prevention Initiative supported by Measure H.

In administering HIP, the LACDA has determined that furniture assistance is vital to successfully housing formerly homeless individuals and families in rental units. This includes appliances, which are required for a unit to pass a housing quality inspection. Most of the individuals and families leasing rental units are classified as homeless and have little to no income with which to purchase a stove, refrigerator, or bed for themselves.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund. The services will continue to be funded through existing designated sources from Measure H funding.

The cost for the first year of services will be up to \$1,000,000 shared between the two Contracts, using funds included in the LACDA's Fiscal Year 2023-2024 approved budget and the Fiscal Year 2024-2025 proposed budget.

If extended, the cost of the second through the fifth year of the Contracts will remain at the same annual amount of up to \$1,000,000 shared between the two Contracts, using program funds included in the LACDA's annual budget approval process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed services are County funded and are subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the Greater Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Section 3 of the Housing and Community Development Act of 1968, however, is not required. The Contracts have been approved to form by County Counsel and will be effective following Board approval and execution by all parties.

ENVIRONMENTAL DOCUMENTATION

The proposed action is categorically excluded from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves operating costs that will not have a physical impact on or result in any physical changes to the environment. The action is exempt from the provisions of CEQA pursuant to State CEQA Guideline 15301 because it involves activities that do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On February 9, 2024, an Invitation for Bids (IFB), Furniture & Appliance with Installation Services, with Solicitation Number LACDA23-158, was conducted to identify contractors to provide furniture & appliance with installation services to the LACDA on an as needed basis. The IFB solicitation was posted on both LACDA's solicitation portal as well as on the County's WebVen website.

On February 28, 2024, five bids were received by the submission deadline for furniture & appliance with installation services. An evaluation of the minimum requirements and references was conducted. The two lowest most responsive and responsible bidders are being recommended for the Contract awards. The Summary of Outreach Activities is provided in Attachment A.

IMPACT ON CURRENT PROJECT SERVICES

The proposed contracts will provide furniture acquisition services, on an as needed basis for LACDA's participants placed in rental units through HIP.

Respectfully submitted,



EMILIO SALAS
Executive Director

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Furniture & Appliance with Installation Services

On February 9, 2024, the following outreach was initiated to identify furniture & appliance with installation contractors for LACDA.

A. Announcement

The solicitation Notice was posted on the County's WebVen and on LACDA's website.

B. Distribution of Notices

LACDA vendor list was used to issue the Invitation for Bids (IFB) email notices to 74 vendors. The solicitation package was downloaded 29 times.

C. Proposal Results

On February 28, 2024, five bids were received. The second and fourth lowest bidders were determined to be responsive and responsible and are being recommended for Contract awarded. The first and third lowest bidders were determined to be non-responsive due to not providing the required documents. The total annual Contract amount is based on participant needs and therefore the use will be on an as-needed basis. The Bid Sheet results are as follows:

Bidder Amount

<u>Contractor</u>	<u>Bid Amount</u>
Simple Discount Furniture, LLC*	\$ 2,844.00
Paramount Mattress, LLC	\$ 2,897.00
Nu-Way Mattress Corp.*	\$ 2,943.00
Best Home Furniture	\$ 3,334.00
Buena Vista Furniture	\$ 4,079.00

*These two bidders were determined to be non-responsive.

D. Minority Business Enterprise - Selected Firms

Names	Ownership/Certification	Employees
Paramount Mattress, LLC	Minority Owned	Total: 10
Best Home Furniture	Minority Owned	Total: 1

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.



May 15, 2024

Housing Advisory Committee
Los Angeles County Development Authority
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

**CONTRACTS FOR PLUMBING SERVICES
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of two Contracts with Windol Orr dba No Worries Plumbing, and Pipe Pros Plumbing, Inc., to provide plumbing services to various public and affordable housing developments and administrative sites managed by the Los Angeles County Development Authority (LACDA).

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute two one-year Contracts for plumbing services (Contracts) with Windol Orr dba No Worries Plumbing and Pipe Pros Plumbing, Inc., using a shared amount of up to \$2,200,000 in program funds included in the LACDA's approved Fiscal Year 2023-2024 budget and proposed Fiscal Year 2024-2025 budget, to be effective following approval as to form by County Counsel and execution by all parties.
2. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute amendments to the Contracts, following approval as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with an annual shared compensation of \$2,200,000, using funds to be included in the LACDA's annual budget approval process.



Administrative Office
700 West Main Street, Alhambra, CA 91801
Tel: (626) 262-4511 TDD: (626) 943-3898



Executive Director: Emilio Salas
Commissioners: Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, Kathryn Barger

3. Recommend that the Board of Commissioners authorize the Executive Director or designee to amend the Contracts to modify the Statement of Work, add services, and increase the annual shared compensation by up to \$220,000 (10%) per year as needed for unforeseen costs.
4. Recommend that the Board of Commissioners authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate either Contract for convenience.
5. Recommend that the Board of Commissioners find that approval of Contracts to provide plumbing services is exempt from the California Environmental Quality Act (CEQA), as described herein, for the reasons stated in this Board letter and the record of the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to approve two Contracts for plumbing services for various public and affordable housing developments and administrative sites managed by the LACDA. These services will provide the LACDA with complete residential and commercial plumbing services on an as-needed basis for both residential public housing developments and administrative properties. Plumbing services will include emergency services to adequately address plumbing maintenance and compliance.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund.

The cost for the first year of service will be up to \$2,200,000 using funds included in the LACDA's approved Fiscal Year 2023-2024 budget and proposed Fiscal Year 2024-2025 budget.

If extended, the cost of the second through the fifth year of the Contracts will remain at the same annual amount of up to \$2,200,000 using program funds included in the LACDA's annual budget approval process.

A 10% contingency, in the amount of \$220,000 per year, is also being set for any additional needed plumbing services. If both Contracts are fully extended, the total Contract and contingency amount for all five years will be \$12,100,000.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

These Contracts will primarily be federally funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the Skills and Training to Achieve Readiness for Tomorrow (START) Program implemented by the County of Los

Angeles. Instead, Windol Orr dba No Worries Plumbing and Pipe Pros Plumbing, Inc., will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

ENVIRONMENTAL DOCUMENTATION

The proposed action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves maintenance activities that will not have a physical impact on, or result in any physical changes to the environment. The action is exempt from the provisions of CEQA pursuant to section 15301 of the State CEQA Guidelines because it involves activities that do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On December 29, 2023, an Invitation for Bids (IFB), Plumbing Services, Solicitation Number LACDA23-159, was conducted to identify contractors to provide plumbing services to the LACDA. The IFB solicitation was posted on both LACDA's solicitation portal as well as on the County's WebVen website.

On January 16, 2024, a pre-bid meeting was held with two participating contractors attending. On January 25, 2024, two bids were received by the submission deadline. Both bids were determined responsive and responsible bidders and are being recommended for the Contract Awards. The Summary of Outreach Activities is provided in Attachment A.

IMPACT ON CURRENT PROJECT SERVICES

Approval of the proposed Contracts will provide the LACDA with plumbing services necessary to maintain LACDA properties. These plumbing services will facilitate as needed and emergency plumbing maintenance throughout the properties to maintain safe conditions for residents and staff.

Respectfully submitted,



EMILIO SALAS
Executive Director

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Plumbing Services

On December 29, 2023, the following outreach was initiated to identify Plumbing Services Contractors for the LACDA.

A. Announcement

An announcement was posted on the County's WebVen and on the LACDA's websites.

B. Distribution of Notices

The LACDA's vendor list was used to e-mail notices to 246 plumbing services contractors to visit the LACDA's website and download the solicitation package. In addition, contractors on the County's Webven were directed to download the solicitation package from the LACDA website. As a result of the outreach, 45 IFB packages were downloaded from the LACDA website.

C. Bid Results

On January 25, 2024, two (2) bids were received. Bidders were required to provide bids based on providing complete residential and commercial plumbing services on an as needed basis for both public housing developments and administrative properties. Because the services are federally funded, price preferences were not applied for Local Small Business Enterprise (LSBE) status. Windol Orr dba No Worries Plumbing and Pipe Pros Plumbing, Inc. were determined to be the lowest responsive and responsible bidders and are being recommended for the Contract awards.

D. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Windol Orr dba No Worries Plumbing	Minority	Total: 3
Pipe Pros Plumbing, Inc.	Non-Minority	Total: 14

E. Minority/Women Participation – Firms Not Selected

N/A

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.



May 15, 2024

Housing Advisory Committee
Los Angeles County Development Authority
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

**CONTRACT FOR LANDSCAPING SERVICES
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of a Contract with Stay Green, Inc., to provide landscaping services to the Los Angeles County Development Authority (LACDA). Landscaping services will be provided for throughout the County of Los Angeles, including administrative buildings, housing developments, and vacant properties owned and managed by the LACDA.

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners find that the approval of a Contract for landscaping services is exempt from the provisions of the California Environmental Quality Act (CEQA) because the action will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute a one-year Contract with Stay Green, Inc., for landscaping services, and all related documents, in the amount of \$2,000,000 using program funds included in the LACDA's approved Fiscal Year 2024-2025 budget, to be effective July 1, 2024, following approval as to form by County Counsel and execution by all parties.
3. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute amendments to the Contract, following



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Tel: (626) 262-4511 TDD: (626) 943-3898



Executive Director: Emilio Salas
Commissioners: Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, Kathryn Barger

- approval as to form by County Counsel, to extend the term for a maximum of four additional years, in one-year increments, with an annual compensation of \$2,000,000, using funds to be requested through the LACDA's annual budget approval process.
4. Recommend that the Board of Commissioners authorize the Executive Director or designee to amend the Contract to add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% as needed for unforeseen costs.
 5. Recommend that the Board of Commissioners authorize the Executive Director or designee to increase the annual compensation by the amount of the LACDA Living Wage Program rate increase in addition to all other authorizations.
 6. Recommend that the Board of Commissioners authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contract, to terminate the Contract for convenience.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this recommended action is to award a Contract to provide landscaping services for the LACDA. The proposed Contract provides for basic landscaping services such as mowing, edging, pest and weed control, aerating, thatching, fertilizing (as needed), turf reseeded, trimming, irrigation, ground and irrigation system maintenance, brush clearance, rodent control, tree maintenance and services, and other similar services.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund.

The cost for the first year is \$2,000,000, which is included in the LACDA's approved Fiscal Year 2024-2025 budget.

If extended, the cost for the second through the fifth year of the Contract will remain at the same annual amount of \$2,000,000 plus any amounts due for the increase in the Living Wage Program rate using funds to be requested through the LACDA's annual budget approval process.

A 10% contingency, in the amount of \$200,000 per year, is also being set aside for any unforeseen needed landscaping services, using the same source of funds described above.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The landscaping services are being federally funded and will not be subject to the requirements of the Greater Avenues for Independence (GAIN) Program or Skills and Training to Achieve Readiness for Tomorrow (START) Program implemented by the County of Los Angeles. Instead, Stay Green, Inc. has agreed to comply with Section 3 of the Housing and Community Development Act of 1968. The Housing and Community Development Act of 1968, requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The LACDA has determined that Stay Green, Inc. has met the requirements of the LACDA Living Wage Program (LWP) and agrees to pay the LWP hourly rate, including annual increases, to employees while providing services during the Contract.

The Contract has been approved as to form by County Counsel and will be effective on July 1, 2024, subject to Board approval and execution by Stay Green, Inc.

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 58.35 (b)(3) because it involves maintenance activities that will not have a physical impact or result in any physical changes to the environment. The action is exempt from the provisions of CEQA pursuant to State CEQA Guideline 15301 because it involves activities that do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On February 9, 2024, a Request for Proposal (RFP) process was initiated to identify contractors to provide landscaping services for the LACDA. Notices were emailed to 192 vendors from the LACDA vendor list. An announcement was also posted on the County's WebVen and LACDA websites.

A Pre-Proposal Conference was held at the LACDA Administrative Building, on February 22, 2024. A total of four contractors participated in the Pre-Proposal Conference. On March 8, 2024, three proposals were received, but one proposal was submitted late and determined non-responsive.

A panel consisting of LACDA staff evaluated the proposals and ranked each firm independently. Stay Green, Inc. was determined to be the highest ranked and most qualified vendor based on the criteria stated in the RFP and is therefore being recommended for the Contract award. The Summary of Outreach Activities is provided as Attachment A.

IMPACT ON CURRENT PROJECT

The proposed Contract will provide needed landscaping services for locations owned by the LACDA and continue to provide the residents and staff with decent, safe and sanitary conditions.

Respectfully submitted,

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

EMILIO SALAS
Executive Director

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Landscaping Services

On February 9, 2024, the following outreach was initiated to identify landscaping contractors to provide necessary landscaping services for the LACDA.

A. Announcement

On February 9, 2024, announcements were posted on the LACDA's and County WebVen websites for 28 days and released over 192 email notices to firms identified on both websites. Thirty four firms downloaded a copy of the solicitation package.

B. Request for Proposal Results

On March 8, 2024, three proposals were received, however one proposal was submitted late and determined non-responsive. The two proposals that met the minimum requirements were forwarded to the three-member evaluation panel for further review. The evaluation committee used the "informed averaged" scoring methodology using a 1,000 points system as established in the solicitation package. The evaluation criteria consisted of qualifications (experience, background, references, etc.) approach to providing the services, quality control, Living Wage Program and costs. The final evaluation results are as follows:

<u>Name</u>	<u>Score</u>
Stay Green, Inc.	953
Parkwood Landscape Maintenance, Inc.	869

Stay Green, Inc. is being recommended for the Contract award for landscaping services based on the evaluation criteria set forth in the RFP.

C. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Stay Green, Inc.	Non-Minority	Total: 449

D. Minority/Women Participation– Firm Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Parkwood Landscape Maintenance, Inc.	Non-Minority	Total: 400

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.



May 15, 2024

Housing Advisory Committee
Los Angeles County Development Authority
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

**CONTRACT FOR HEATING, VENTING, AND AIR CONDITIONING MAINTENANCE
AND REPAIR SERVICES
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of a Contract with ACCO Engineered System, Inc. to provide heating, venting, and air conditioning maintenance and repair services to various public and affordable housing developments and administrative sites owned, leased, or managed by the Los Angeles County Development Authority (LACDA) throughout the County of Los Angeles.

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute, amend, and if necessary, terminate a one-year Contract with ACCO Engineered Systems, Inc. for heating, venting, and air conditioning maintenance and repair services, with an annual compensation of up to \$600,000, in program funds included in the LACDA's approved Fiscal Year 2023-2024 budget and proposed Fiscal Year 2024-2025 budget, to be effective following approval as to form by County Counsel and execution by all parties.
2. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute amendments to the Contract, as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with an annual shared compensation of \$600,000 using funds to be included in the LACDA's annual budget approval process.



Administrative Office
700 West Main Street, Alhambra, CA 91801
Tel: (626) 262-4511 TDD: (626) 943-3898



Executive Director: Emilio Salas

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

3. Recommend that the Board of Commissioners authorize the Executive Director or designee to amend the Contract to modify the Statement of Work to add or delete sites, and services, and increase the compensation by up to \$60,000 (10%) per year as needed for unforeseen costs.
4. Recommend that the Board of Commissioners authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate the Contract for convenience.
5. Recommend that the Board of Commissioners find that approval of the Contract to provide heating, venting, and air conditioning maintenance and repair services is exempt from the California Environmental Quality Act (CEQA), as described herein, for the reasons stated in this Board letter and the record of the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to award a Contract for heating, venting, and air conditioning maintenance and repair services for various public and affordable housing developments and administrative sites owned, leased, or managed by the LACDA. These services will provide the LACDA with complete residential and commercial heating, venting, and air conditioning maintenance and repair services on an as-needed basis for both residential public housing developments and administrative properties. Heating, Venting, and Air Conditioning Maintenance and Repair services will include emergency services to adequately address maintenance and compliance.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund. The cost for the first year of service will be up to \$600,000 using funds included in the LACDA's approved Fiscal Year 2023-2024 budget and proposed Fiscal Year 2024-2025 budget.

If extended, the cost of the second through the fifth year of the Contract will remain at the same annual amount of up to \$600,000 using program funds included in the LACDA's annual budget approval process. The maximum cost for all five years will be \$3,000,000.

A 10% contingency, in the amount of \$60,000 per year, is also being set for any additional needed heating, venting, and air conditioning maintenance and repair services. If the contract is fully extended, the total Contract and contingency amount for all five years will be \$3,300,000.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contract will primarily be federally, and state funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the Skills and Training to Achieve Readiness for Tomorrow (START) Program implemented by the County of Los Angeles. Instead, ACCO Engineered Systems, Inc., will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

ENVIRONMENTAL DOCUMENTATION

The proposed action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves maintenance activities that will not have a physical impact on, or result in any physical changes to the environment. The action is exempt from the provisions of CEQA pursuant to section 15301 of the State CEQA Guidelines because it involves activities that do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On February 16, 2024, an Invitation for Bids (IFB), Heating, Venting, and Air Conditioning Maintenance and Repair Services, Solicitation Number LACDA24-017, was conducted to identify contractors to provide services to the LACDA. The IFB solicitation was posted on both LACDA's solicitation portal as well as on the County's WebVen website, and 31 vendors downloaded the solicitation package. On March 6, 2024, one bid was received.

On March 6, 2024, a mandatory pre-bid meeting was held via a Microsoft Teams conference call. One participating contractor attended. One bid was received by the submission deadline of March 6, 2024. An evaluation of the minimum requirements and references was conducted, and the bid was determined responsive and responsible and the bidder is being recommended for the Contract Award. The Summary of Outreach Activities is provided in Attachment A.

Housing Advisory Committee

May 15, 2024

Page 2

IMPACT ON CURRENT PROJECT SERVICES

Approval of the proposed Contract will provide the LACDA with as needed emergency heating, venting, and air conditioning maintenance and repair services necessary to maintain the LACDA properties located throughout the County of Los Angeles and continue to provide the staff and residents with safe conditions.

Respectfully submitted,

A handwritten signature in blue ink that reads "Emilio Salas". The signature is written in a cursive style with a large initial "E".

EMILIO SALAS
Executive Director

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Printing Services

On February 16, 2024, the following outreach was initiated to identify a company to provide heating, venting, and air conditioning maintenance and repair services contractor for the LACDA.

A. Announcement

An announcement was posted on the LACDA's and County's WebVen websites for 19 days and released 204 email notices to heating, venting, and air conditioning maintenance and repair services companies identified on both websites. As a result of the outreach, 31 companies downloaded the solicitation package from the LACDA website.

B. Bid Results

On March 6, 2024, one (1) bid was received for heating, venting, and air conditioning maintenance and repair services from ACCO Engineered Systems, Inc. and a review of the documentation submitted by this Contractor indicated all required forms and certifications were submitted. The final bid was as follows:

<u>Contractor</u>	<u>Bid Amount</u>
ACCO Engineered Systems, Inc.	\$152,524.00

C. Non -Minority Business Enterprise – Selected Firm

<u>Name</u>	<u>Ownership/Certification</u>	<u>Employees</u>
ACCO Engineered Systems, Inc.	Caucasian	Total: 5,000

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.



May 15, 2024

Housing Advisory Committee
Los Angeles County Development Authority
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

**CONTRACT FOR ANNUAL RE-EXAMINATION SERVICES
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of a Contract between the Los Angeles County Development Authority (LACDA) and Quadel Consulting and Training LLC for the purpose of providing annual re-examination services. LACDA is required to process annual re-examinations to administer its housing programs. Due to staffing shortages LACDA is unable to keep up with the demand of the annual re-examinations and therefore requiring assistance from a contractor to meet the demand.

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute a one-year contract for annual re-examination services with Quadel Consulting and Training LLC, using up to \$800,000 program funds included in LACDA's Fiscal Year 2023-2024 approved budget and 2024-2025 proposed budget, to be effective following approval as to form by County Counsel and execution of all parties.
2. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute amendments to the Contracts, following approval as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with an annual compensation of \$800,000, using funds to be included in the LACDA's annual budget approval process.



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Tel: (626) 262-4511 TDD: (626) 943-3898



Executive Director: Emilio Salas
Commissioners: Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, Kathryn Barger

3. Recommend that the Board of Commissioners authorize the Executive Director or designee to amend the Contracts to modify the Statement of Work, add services as needed for unforeseen needs, and update provisions of the Contract.
4. Recommend that the Board of Commissioners authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate either Contract for convenience.
5. Recommend that the Board of Commissioners find that approval of Contracts to provide annual re-examination services is not subject to the California Environmental Quality Act (CEQA), because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to authorize the Executive Director to execute a contract with Quadel Consulting and Training, in the amount of \$800,000 for annual re-examination services. These services are necessary as LACDA has been unable to keep up with demand of annual re-examinations required by LACDA housing programs related to continuous staffing shortages. Having a Contractor available to assist with annual re-examinations will help keep up with program needs during staffing lows.

To administer LACDA housing programs, U.S. Department of Housing and Urban Development (HUD) created regulations requiring the performance of re-examinations of income and eligibility for all housing program participants annually. These re-examinations determine the family eligibility for the program and establishes the family rent contributions as well as the amount of Housing Assistance Payments that will be paid by LACDA on the family's behalf. These determinations are a key element of the LACDA housing programs.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The expense of the contract will be funded through Administrative Funds received from HUD.

The cost for the first year of services will be up to \$800,000 using funds included in the LACDA's Fiscal Year 2023-2024 approved budget and the Fiscal Year 2024-2025 proposed budget.

If extended, the cost of the second through the fifth year of the Contract will remain at the same annual amount of up to \$800,000 using program funds included in the LACDA's annual budget approval process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

These services are being federally funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Quadel Consulting and Training will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contracts have been approved to form by County Counsel and will be effective July 1, 2024, subject to Board approval and execution by all parties.

ENVIRONMENTAL DOCUMENTATION

The proposed activities are exempt from the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3), because they involve administrative activities that will not have a physical impact on or result in any physical changes to the environment. These 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 March 29, 2024, a Request for Proposals (RFP), Annual Re-examination Services, with Solicitation Number LACDA24-023, was conducted to identify contractors to provide annual re-examination services to the LACDA on an as needed basis. The RFP solicitation was posted on both LACDA's solicitation portal as well as on the County's WebVen website.

On April 17, 2024, two proposals were received by the submission deadline for annual re-examination services. An evaluation of the minimum requirements and references was conducted. The highest scoring most responsive and responsible proposer is being recommended for the Contract award. The Summary of Outreach Activities is provided in Attachment A.

IMPACT ON CURRENT PROJECT SERVICES

The proposed contracts will provide annual re-examination services, on an as needed basis to assist LACDA with the processing of delinquent annual re-examinations and assist with current annual re-examinations during times of staffing shortages.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Emilio Salas". The signature is written in a cursive style with a large initial "E".

EMILIO SALAS
Executive Director

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Annual Re-examination Services

On March 29, 2024, the following outreach was initiated to identify Annual Re-examination contractors to provide necessary services for LACDA.

A. Announcement

The solicitation Notice was posted on the County's WebVen and on LACDA's website for 18 days and released 1431 email notices to firms identified on both websites. The solicitation package was downloaded 33 times.

B. Request for Proposal Results

On April 17, 2024, two proposals were received. However, only one of the two proposals received met the minimum requirements and was forwarded to a three-member evaluation panel for further review. The evaluation committee used the "informed averaged" scoring methodology using a 1,000 points system as established in the solicitation package. The evaluation criteria consisted of qualifications (experience, background, references, etc.) approach to providing the services, quality control, and costs. The final evaluation results are as follows:

<u>Name</u>	<u>Score</u>
Quadel Consulting and Training LLC	963
Allecca Consulting*	N/A

*This proposal was determined to be non-responsive.

Quadel Consulting and Training LLC is being recommended for the Contract award for annual re-examination services. The total annual Contract amount is based on program needs and therefore the use will be on an as-needed basis.

C. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Quadel Consulting and Training LLC	Non-Minority	Total: 140

D. Minority/Women Participation– Firm Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Allecca Consulting	Minority Owned	Total: 6

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.



May 15, 2024

Housing Advisory Committee
Los Angeles County Development Authority
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

**ADOPT A UNIT PRICE CATALOG AND SPECIFICATIONS, ADVERTISE AND
AWARD 20 JOB ORDER CONTRACTS FOR THE REPAIR, REMODEL,
REFURBISHMENT, AND MAINTENANCE OF VARIOUS PROPERTIES
(ALL DISTRICTS)**

SUBJECT

This letter recommends adoption of the Job Order Contract (JOC) Unit Price Book from the Los Angeles County Development Authority's (LACDA) current JOC Consultant. The Gordian Group, Inc., dated May 2024; authority to award to the lowest responsive and responsible bidders for 20 separate Job Order Contracts 106 to 125, and authority to issue JOC work orders for County facilities, public housing, commercial buildings, and private residences.

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners find that the adoption of the JOC unit price book from The Gordian Group, dated May 2024, approval for advertisement for bids, and the proposed award of JOCs and related actions are not a project under the California Environmental Quality Act for the reasons stated in this Board letter and in the records pertaining to the JOCs.
2. Recommend that the Board of Commissioners adopt the JOC Construction Task Catalog and Technical Specifications prepared by The Gordian Group, Inc., dated May 2024.
3. Recommend that the Board of Commissioners direct the Executive Officer of the Board to advertise for bids to be received and opened on August 13, 2024, using



Administrative Office
700 West Main Street, Alhambra, CA 91801
Tel: (626) 262-4511 TDD: (626) 943-3898



Executive Director: Emilio Salas
Commissioners: Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, Kathryn Barger

The Gordian Group, Inc.'s JOC System for 20 separate JOCs (106-125) in accordance with the Notice For Bids.

4. Recommend that the Board of Commissioners delegate authority to the Executive Director or designee to make the determination that a bid is nonresponsive and to reject a bid on that basis; to award to the next lowest responsive and responsible bidder; to waive inconsequential and nonmaterial deficiencies in bids submitted; and to determine, in accordance with the applicable contract and bid documents, whether the apparent lowest responsive and responsible bidder has satisfied all conditions for contract award. Upon such determination delegate authority to the Executive Director or designee to award and execute 20 JOCs, each not to exceed \$6,023,368.73, in the form previously approved by County Counsel; and to establish the effective date of the contracts upon receipt by the LACDA of acceptable performance and payment bonds and evidence of required contractor insurance.
5. With respect to JOCs 106 to 125, recommend that the Board of Commissioners authorize the Executive Director or designee, subject to a finding of exemption under the California Environmental Quality Act (CEQA), to issue work orders for projects that are not subject to the State Public Contract Code including maintenance work, as applicable, not to exceed \$6,023,368.73 per work order; subject to the limitation that the aggregate amount of all work orders issued under a particular JOC does not exceed the \$6,023,368.73 maximum contract amount of the JOC.
6. Recommend that the Board of Commissioners authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the JOCs, to amend the JOCs; to terminate any of the 20 JOCs for convenience; to terminate the contractor's right to proceed with the performance of the JOCs; to accept projects and file notices upon completion of the projects; to release retention money withheld pursuant to the applicable provisions of the Public Contract Code; to grant extensions of time on projects, as applicable, and assess and collect liquidated damages as authorized under Government Code Section 53069.85 and the contract specifications.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will make necessary findings under CEQA; adopt the JOC Construction Task Catalog Unit Price Book from The Gordian Group, Inc., dated May 2024; advertise for bids to be received and opened for 20 JOCs; and authorize the LACDA to determine that a bid is nonresponsive to the mandatory requirements of the bid solicitation and to reject a bid on that basis, including the authority to waive inconsequential and nonmaterial deficiencies, award and execute 20 JOC agreements, and issue JOC work orders for County facilities, public housing, commercial buildings,

and private residences subject to finding of exemption, if appropriate, findings for the work orders under CEQA at the time of issuance.

JOC is a competitive bid, flexible, and cost-effective unit price contracting method used by the LACDA to efficiently deliver a wide variety of projects, including repair, remodeling, refurbishment, alteration, and maintenance for public facilities, public housing, commercial buildings, and private residences participating in LACDA programs without extensive plans and specifications. The State Public Contract Code (PCC) provides that JOCs are contracts of a single- year duration and cannot be used for new construction.

Approval of the recommended actions will allow the LACDA to issue work orders for projects that are subject to PCC, including repair, remodeling, and refurbishment work, in an amount not to exceed the monetary limits set forth in PCC Section 20145, and authorized to the LACDA by ordinance in accordance with PCC Sections 20128.5 and 20145, subject to the limitation that the aggregate amount of all work orders issued under a particular JOC does not exceed the \$5,797,275 maximum contract amount of the JOC. For projects subject to PCC, the LACDA will seek Board approval prior to issuing JOC work orders for any project that exceeds the LACDA's delegated monetary limit authorized by ordinance.

Approval of the recommended actions will also delegate authority to the LACDA to issue work orders for projects that are not subject to PCC, including maintenance, demolition, or procurement and installation of equipment, as applicable, not to exceed \$6,023,368.73 per work order, subject to the limitation that the aggregate amount of all work orders issued under a particular JOC does not exceed \$6,023,368.73 maximum contract amount of the JOC. In accordance with the October 31, 2017, Board Motion, the LACDA will provide notification to the Board a week prior to issuance of work orders in excess of \$150,000 for projects not subject to PCC. In the case of emergency or critically needed deferred maintenance projects not subject to PCC, LACDA will provide notification to the Board no later than 24 hours after the issuance of such work orders.

In order to have adequate JOC capacity available on a continuous basis, the aggregate requested amount of JOC authority is \$120,467,375 (20 JOCs). Six (6) JOCs will be used for public housing refurbishment projects, six (6) will be used for the Community Care Expansion and Preservation Program, six (6) will be used for County facilities and the Renovate Commercial Façade Revitalization program, and two (2) will be used for the Residential Sound Insulation Program.

This capacity is based on the anticipated need for various projects to be performed under JOC, including repair, remodeling, refurbishment, and maintenance work for LACDA projects. These proposed projects will primarily address sustainability, improve Americans with Disabilities Act accessibility, and provide upgrades that conform to current Building Code requirements. Therefore, the LACDA has made the determination that the use of a JOC is the most appropriate contracting method to deliver these projects.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The projects anticipated to be performed under the JOCs, including repair, remodeling, refurbishment, alteration, and maintenance work will be financed with approved budgets of programs for which these services will be provided and are included in the LACDA's approved Fiscal Year 2024-2025 budget. Funds for future years will be included in the LACDA's annual budget approval process. The total not-to-exceed program amount to be expended per Contract is \$6,023,368.73 per year. The potential aggregate, not-to-exceed amount across the 20 Contracts is \$120,467,375.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The JOCs will be in the form previously reviewed and approved by County Counsel.

Each JOC will contain terms and conditions in compliance with the Board's ordinances, policies, and programs.

Data regarding the bidders' minority participation will be on file with the LACDA. The contractors will be selected upon final analysis and consideration without regard to race, creed, color, or gender.

The JOCs are subject to the Board-adopted Countywide Local and Targeted Worker Hire Policy.

ENVIRONMENTAL DOCUMENTATION

Pursuant to Title 24 of the Code of Federal Regulations, Section 58.34 (a)(3), these actions are exempt from the National Environmental Policy Act (NEPA) because they involve administrative actions of government. JOC construction activities are generally categorically excluded from NEPA pursuant to 24 CFR 58.35 (a)(3)(i), (ii) and (iii). NEPA review and clearance will be completed for each JOC project prior to approval of specific work orders.

Award of the JOCs, adoption of the JOC unit price and technical specifications books from The Gordian Group, Inc., each dated May 2024, delegation of authority to take actions related to award and execution of JOC agreements do not constitute a project under CEQA because the activity is excluded from the definition of a project under Section 21065 of the Public Resources Code and Section 15378(b)(4) and (5) of the State CEQA Guidelines. These activities are administrative actions of government and involve the creation of government funding mechanisms or other government fiscal activities that do not involve any commitment to any specific project that may result in a potentially significant environmental impact or direct or indirect changes to the environment. JOC projects for which work orders are issued under the recommended contracts include repair, remodeling, refurbishment, and maintenance of existing structures and facilities

as requested by the LACDA and are, therefore, likely categorically exempt from CEQA. The Board's award of the JOCs does not include approval of any work under the contracts. The future implementation of each work order proposed under the JOCs will be subject to prior determination and documentation by the Executive Director of the LACDA or his designee that the work is exempt from CEQA, if appropriate. In the event that the proposed work is not determined to be exempt, the LACDA will ensure that any necessary CEQA documentation is prepared and any necessary CEQA findings by the Board are recommended prior to issuance of the work orders.

CONTRACTING PROCESS

Advertising for bids for 20 separate JOCs 106 to 125 will be in accordance with the County's standard Instruction Sheet for Publishing Legal Advertisements (Enclosure A). As requested by the Board on February 3, 1998, the Invitation for Bids will be listed on the County's "Doing Business with the County" website, and the LACDA's website. The proposed JOCs will be solicited on an open-competitive basis and in accordance with applicable Federal, State, and County requirements.

Bidders will be required to submit a set of cost adjustment factors that would be applied to the unit prices for work using The Gordian Group, Inc.'s JOC System for the 20 separate JOCs 106 to 125 with the book dated May 2024. The unit price book from The Gordian Group, Inc. will be made available to bidders and be on file with the LACDA's Construction Management Unit.

Bids will be determined by calculating a composite factor using a predetermined advertised formula. The lowest responsive and responsible bidder for each JOC will be awarded that JOC. The JOC consultant and their corresponding unit price book dated May 2024 and each of the lowest responsive and responsible bidder's adjustment factors will be incorporated in the awarded JOCs. Contracts will be in the form previously reviewed and approved as to form by County Counsel and in compliance with the Board's requirements.

To ensure the JOCs are awarded to responsible contractors with a satisfactory performance history, bidders will be required to report violations of the False Claims Act, their civil litigation history, and information regarding prior criminal convictions. The information reported by the lowest responsive and responsible bidders will be considered before awarding the JOCs.

The LACDA has evaluated and determined that the Living Wage Program (County Code, Chapter 2.201) does not apply as these contracts are for non-Proposition A services.

Participation by Community Business Enterprises for these contracts will be encouraged through LACDA's Business Outreach Program and by reporting the good faith efforts of contractors to utilize Community Business Enterprises.

Housing Advisory Committee

May 15, 2024

Page 6

In addition, the contracts require contractors to report Small Business Enterprises/Local Small Business Enterprises and Community Business Enterprises utilization for all subcontractors used.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The use of these JOCs will expedite the completion of repair, remodeling, refurbishment, alteration, maintenance, and other repetitive-type work for various LACDA projects.

Respectfully submitted,

A handwritten signature in blue ink that reads "Emilio Salas". The signature is written in a cursive style with a large initial "E" and "S".

EMILIO SALAS
Executive Director

Enclosures

ADOPT UNIT PRICE CATALOGS AND SPECIFICATIONS ADVERTISE AND AWARD
20 JOB ORDER CONTRACTS FOR
REPAIR, REMODEL, REFURBISHMENT, AND MAINTENANCE OF VARIOUS
PROPERTIES
(ALL DISTRICTS)
(3 VOTES)

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for 2 weeks in a weekly newspaper or four times in a daily newspaper. Forward a reprint of this advertisement to the Los Angeles County Development Authority, Construction Management Unit, 700 W. Main Street, Alhambra, CA 91801.

OFFICIAL NOTICE
INVITING BIDS

Notice is hereby given that the Executive Director of the Los Angeles County Development Authority will accept sealed bids for furnishing all materials, labor, and equipment required to complete construction for 20 separate Job Order Contracts (106 to 125).

A bid package containing all submission requirements may be downloaded from the LACDA website at www.lacda.org, scroll to and click on "Vendors," click on "View Open Solicitations," and under the "Title" column, select the solicitation of interest, then click on "Download Documents Below," and follow the instructions. For assistance with downloading bid documents, please contact Susana Oliveros at (626) 586-1782.

A Pre-Bid meeting for this project will be held at 2:00 p.m. on July 25, 2024, via an online meeting. Attendance at this meeting is mandatory for award of the Contract. Bidders who desire to attend the virtual meeting must RSVP by sending the name of their company, attendee names, and attendee email addresses to susana.oliveros@lacda.org by 5:00 p.m. on July 24, 2024. Bidders will receive an invitation to a Microsoft Teams meeting with link.

The prime contractor shall possess a valid California Class B contractor's license.

Bids must be submitted electronically on the LACDA's website. Bid submission instructions can be found in the bid package. Bids must be uploaded to the LACDA website before 2 p.m. on August 13, 2024, and no bids may be submitted after that date and time. Bids will be opened and publicly declared on August 13, 2024, at 2 p.m., via online webcast.