

Submitted in ^{10/8/14} Housing Committee

Council File No: 14-1288

Item No.: 3

~~Report~~ Report from the City
Administrative
Officer

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: October 7, 2014

CAO File No. 0220-00540-1106

Council File No. 14-1288

Council District: Citywide

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer *MS*

Reference: Transmittal from the Housing and Community Investment Department (HCID) dated September 8, 2014; Received by the City Administrative Officer on September 15, 2014

Subject: **HOUSING AND COMMUNITY INVESTMENT DEPARTMENT (HCID) REQUEST TO: (1) CREATE ACCOUNTS FOR THE CONTINUED OPERATION OF TWO LEAD HAZARD REDUCTION DEMONSTRATION GRANTS AND ONE HEALTHY HOMES PRODUCTION GRANT THROUGH FISCAL YEAR 2014-15; AND (2) EXECUTE FOUR CONTRACT AMENDMENTS**

SUMMARY

The Housing and Community Investment Department (HCID) requests authorization to create new accounts and amend existing appropriations for the continued administration of two Lead Hazard Reduction Demonstration Grants (LHRD) and one Healthy Homes Production Grant (HHP) for 2014-15. The implementation of these programs is fully supported by grant funds from the United States Department of Housing and Urban Development's (HUD) Office of Lead Hazard Control and Healthy Homes (OLHCHH). The HCID also requests authorization to execute contract amendments with four Community Based Organizations (CBOs) for the continued provision of outreach, education and enrollment services in support of the LHRD Grants: Lead Grant 9 (LG 9) and Lead Grant 10 (LG 10). The proposed amendments would increase the compensation amount for each of the four contractors by \$17,500, for a total cost of \$70,000. The new total contract amount for all four contracts would be \$488,000. These actions would not impact the General Fund as all funding is derived from grant funds. This Office recommends the approval of the HCID requests.

BACKGROUND

The HCID operates the Lead Hazard Remediation Program (LHRP), using grant funds from HUD, to remediate lead hazards in housing with the highest risk, and since the inception of the LHRP in 1993, the HCID has made more than 2,000 housing units lead safe. The HCID currently administers two LHRD Grants—LG 9 a \$4.5 million grant awarded in January 2011, and LG 10 a \$3 million grant awarded in March 2012. The performance period for LG 9 ended on August 31, 2014 and will end on May 31, 2015 for LG 10.

As part of the implementation of the LHRP, HCID conducts outreach by utilizing a variety of approaches to contact the largest audience possible. The HCID reaches out to both owners and tenants by making presentations at apartment associations, sponsoring training sessions, attending fairs, and contracting with CBOs selected through a competitive Request For Proposals (RFP) process. The HCID contracts with the following four CBOs for outreach, education and enrollment services in support of the LHRD Grants: the Coalition for Economic Survival, Inner City Law Center, Inquilinos Unidos, and Pacoima Beautiful. The CBOs conduct door-to-door outreach and group presentations to educate parents about lead hazards, lead poisoning prevention, and lead safe-work practices. Additionally, the CBOs assist tenants with the completion of their application packets, collect necessary qualifying information, and refer them to the LHRP for assistance.

The HCID states that all four contractors have met the performance benchmarks set by HCID. The Contract Summary Table (Attachment) outlines the funding increases and term extensions made through prior amendments to these four contracts. The proposed third and final amendment would add \$17,000 in funding for each contract to continue the outreach activities of the contractors through the end of the fiscal year. The proposed amendments are funded by both LG 9 (\$22,000) and LG 10 (\$48,000). Pending a 2014 grant award from HUD, the HCID will issue an RFP for the selection of outreach, education, enrollment and training CBOs for 2015.

Healthy Homes Production Program

The HCID administers the Healthy Homes Production Program (HHPP) with Healthy Homes Grant 1 (HH1) funds from HUD to identify and correct hazards in housing occupied by vulnerable low-income residents with the intent to reduce injury and illness, particularly among children and seniors. The HCID utilizes the Healthy Homes Rating System to identify household hazards with an emphasis on direct risks to health and safety, rather than cosmetic or physical conditions. The HHPP utilizes a combination of "Behavioral and Physical Interventions" to mitigate household hazards. The period of performance for the HH1 grant ends November 14, 2014. The HCID requests authority to create new accounts and amend existing appropriations within the HH1 Fund to continue the administration of the HHPP.

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the Controller to:
 - a. Establish new accounts within Lead Fund No. 53Q, Department 43, for Fiscal Year 2014-15 as follows:

Account No.	Account Name
43L143	Housing
43L299	Related Costs

- b. Transfer appropriations within Lead Fund No. 53Q, Department 43, for Fiscal Year 2014-15 as follows:

From	Account No.	Account Title	Amount
	43G143	LAHD Admin	\$ 13,614.35
	43G299	Related Costs	7,033.19
	43G904	Administrative Reserve	237,652.77
	43H143	Housing	52,544.15
	43H299	Related Costs	50,580.39
	43J143	LA Housing Department	10,006.75
	43K299	Reimbursement of General Fund Costs	21,735.09
	43K143	Housing and Community Investment	<u>47,432.41</u>
		TOTAL	\$ 440,599.10

To	Account No.	Account Title	Amount
	43L143	Housing	\$ 304,160.22
	43L299	Related Costs	108,971.95
	43G902	Lead Hazard Reduction Direct	<u>27,466.93</u>
		TOTAL	\$ 440,599.10

- c. Expend funds, under Recommendation 1. b., for a total amount not to exceed \$440,599.10, for Lead Grant 9 (LG 9), Fiscal Year 2014-15, upon proper written demand from the General Manager, Housing and Community Investment Department (HCID), or designee;
- d. Increase appropriations within General Fund No. 100, Department 43, Fund 53Q, for Fiscal Year 2014-15 as follows:

Account No.	Account Title	Amount
001010	Salaries, General	\$ 295,878.22
002120	Printing & Binding	3,500.00
003310	Transportation (Mileage and Parking)	2,200.00
003040	Contractual Services	82.00
001090	Overtime	<u>2,500.00</u>
	TOTAL	\$ 304,160.22

- e. Expend funds appropriated within General Fund No. 100, Department 43, for LG 9, Fiscal Year 2014-15, under Recommendation 1. d., for a total amount not to exceed \$304,160.22 upon proper written demand from the General Manager, HCID, or designee;

- f. Establish new accounts within Lead Fund No. 54S, Department 43, for Fiscal Year 2014-15, as follows:

Account No.	Account Name
43L143	Housing
43L299	Related Costs

- g. Transfer appropriations within Lead Fund No. 54S, Department 43, for Fiscal Year 2014-15, as follows:

From	Account No.	Account Title	Amount
	43J143	LA Housing Dept	\$ 91,903.03
	43J299	Related Costs	36,756.92
	43K143	Housing and Community Investment	31,351.81
	43J404	Reserve	377,432.84
	43J402	Lead Hazard Reduction Direct	226,804.18
	43K299	Reimbursement of General Fund Costs	12,799.65
		TOTAL	\$ 777,048.43

To	Account No.	Account Title	Amount
	43L143	Housing	\$ 582,112.02
	43L299	Related Costs	194,936.41
		TOTAL	\$ 777,048.43

- h. Expend funds, under Recommendation 1. g., for a total amount not to exceed \$777,048.43, for Lead Grant 10 (LG 10), Fiscal Year 2014-15, upon proper written demand from the General Manager, HCID, or designee;
- i. Increase appropriations within General Fund No. 100, Department 43, Lead Fund 54S, Department 43, for Fiscal Year 2014-15, as follows:

Account No.	Account Title	Amount
001010	Salaries, General	\$ 529,287.02
002120	Printing & Binding	5,000.00
003310	Transportation (Mileage)	5,500.00
002130	Travel	3,500.00
003040	Contractual Services	1,075.00
006010	Office and Administrative	4,750.00
001090	Overtime	3,500.00
006030	Lease	29,500.00
	TOTAL	\$ 582,112.02

- j. Expend funds appropriated within General Fund No. 100, Department 43, for LG 10, Fiscal Year 2014-15, under Recommendation 1. i., for a total amount not to exceed \$582,112.02, upon proper written demand from the General Manager, HCID, or designee;
- k. Establish new accounts within Healthy Homes 1 (HH 1) Fund No. 54K, Department 43, for Fiscal Year 2014-15 as follows:

Account No.	Account Name
43L143	Housing
43L299	Related Costs

- l. Transfer appropriations within HH 1 Fund No. 54K, Department 43, for Fiscal Year 2014-15 as follows:

From	Account No.	Account Title	Amount
	43H317	Administrative Reserve (3 Year)	\$ 44,223.09
	43J143	LA Housing Department	116,428.51
	43J299	Related Costs	32,045.53
	43H316	Healthy Homes Direct	<u>100,550.14</u>
		TOTAL	\$ 293,247.27

To	Account No.	Account Title	Amount
	43L143	Housing	\$ 221,609.44
	43L299	Related Costs	<u>71,637.83</u>
		TOTAL	\$ 293,247.27

- m. Expend funds, under Recommendation 1. m., for a total amount not to exceed \$293,247.27, for HH 1, Fiscal Year 2014-15, upon proper written demand from the General Manager, HCID, or designee;
- n. Increase appropriations within General Fund No. 100, Department 43, Fund 54K, for HH 1, Fiscal Year 2014-15 as follows:

Account No.	Account Title	Amount
001010	Salaries, General	\$ 194,509.44
002120	Printing & Binding	1,100.00
003310	Transportation (Mileage and Parking)	500.00
002130	Travel	3,600.00
006010	Office and Administrative	4,500.00
001090	Overtime	5,000.00
006030	Lease	<u>12,400.00</u>
	TOTAL	\$ 221,609.44

- o. Expend funds appropriated within General Fund No. 100, Department 43, Fund 54K, for HH 1, Fiscal Year 2014-15, under Recommendation 1. n., for a total amount not to exceed \$221,609.44, upon proper written demand from the General Manager, HCID, or designee;
2. Authorize the General Manager, HCID, or designee, to execute a third amendment to contracts for outreach, education, and enrollment with Community Based Organizations (CBOs) identified in the Contract Summary Table (Attachment) of this report, in substantial conformance with the draft amendment attached to the HCID transmittal dated September 8, 2014, to increase funding for each contract by \$17,500, for a total increase in funding of \$70,000, subject to the approval of the City Attorney as to form and compliance with the City's contracting requirements;
3. Authorize the Controller to expend funds for the lead outreach and education CBOs identified in the Attachment to this report from Department 43, Fund 53Q, Account G902 for \$22,000; and from Department 43, Fund 54S, Account J402 for \$48,000 for Fiscal Year 2014-15; and,
4. Authorize the General Manager, HCID, or designee, to prepare Controller's instructions and/or make any necessary technical adjustments consistent with the actions of the Mayor and Council on this program, subject to the approval of the City Administrative Officer (CAO), and request the Controller to implement these instructions.

FISCAL IMPACT STATEMENT

There will be no impact to the General Fund as a result of these actions. The funding for the proposed third amendments to the contracts with four outreach, education and enrollment service providers and other recommended actions is derived from the Healthy Homes and Lead Grant Program from the United States Department of Housing and Urban Development's Office of Lead Hazard Control and Healthy Homes.

MAS:MMR:NSC:02150022C

Attachment: Contract Summary Table

Housing and Community Investment Department Lead Hazard Reduction Demonstration Grants

Contract Summary Table: Lead Outreach and Education Community Based Organizations (CBO)										
Council Districts	CBO	Contract No.	Original Contract Amount	Original Contract Term	1st Amendment Contract Amount	1st Amendment Contract Term	2nd Amendment Contract Amount	2nd Amendment Contract Term	Proposed Amendment Contract Amount	Total Contract Amount
12, 13 & 14	Coalition for Economic Survival	C-120119	\$ 50,000	1/1/2012 - 12/31/2012	\$ 54,500	1/1/2012 - 12/31/2013	\$ -	1/1/2012 - 12/31/2014	\$ 17,500	\$ 122,000
1, 4, 8, 9, 10, 14 & 15	Inner City Law Center	C-120112	50,000	1/1/2012 - 12/31/2012	54,500	1/1/2012 - 12/31/2013	-	1/1/2012 - 12/31/2014	17,500	122,000
1, 13 & 14	Inquilinos Unidos	C-120111	50,000	1/1/2012 - 12/31/2012	54,500	1/1/2012 - 12/31/2013	-	1/1/2012 - 12/31/2014	17,500	122,000
2, 6, 7 & 12	Pacoima Beautiful	C-120118	50,000	1/1/2012 - 12/31/2012	54,500	1/1/2012 - 12/31/2013	-	1/1/2012 - 12/31/2014	17,500	122,000
TOTAL			\$ 200,000		\$ 218,000		\$ -		\$ 70,000	\$ 488,000