

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: January 13, 2016 CAO File No. 0220-00540-1161
To: The Mayor Council File No.
The Council Council District: Citywide

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

Reference: Housing and Community Investment Department transmittal dated December 22, 2015; Received by the City Administrative Officer on December 29, 2015

Subject: **REQUEST FOR AUTHORITY TO EXECUTE CONTRACTS FOR THE LEAD HAZARD REMEDIATION PROGRAM OUTREACH, EDUCATION, ENROLLMENT SERVICES, AND TRAINING**

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to execute five contracts that resulted from a Request for Proposals (RFP) to select new contractors for the provision of Lead Hazard Remediation Program (LHRP) Outreach, Education, Enrollment Services, and Training. Each of the contracts has a term from January 1, 2016 through December 31, 2016 with two additional one-year options, and compensation in an annual amount not to exceed \$42,500 per contract.

The LHRP Outreach contractors are funded through the U.S. Department of Housing and Urban Development's (HUD) Lead Hazard Reduction Demonstration (LHRD) Grant. HCID is also requesting authority to apply for HUD's Fiscal Year 2016 Notice of Funding Availability (NOFA) which is anticipated for release in winter 2015. The HCID will report back to Mayor and Council on the results of the NOFA and the executed grant agreement if the City is successful in its application. This Office recommends approval of the HCID requests to execute contracts with five contractors for the LHRP Outreach, Education, Enrollment Services and Training and apply for HUD's 2016 NOFA.

BACKGROUND

The LHRP is designed to prevent and control lead-based paint hazards within the City of Los Angeles. Although the bans on leaded gasoline and paint in 1978 have greatly reduced the exposure to dangerous lead levels, many children are still at risk of high exposure to lead in pre-1978 housing. High exposure to lead can have serious health consequences, including damage to the brain and nervous system. Children under the age of six years are most vulnerable to the harmful effects because the brain and nervous system are still developing at this early stage.

The HUD grant program requires HCID to implement several initiatives to educate residents about lead hazard control and inform them of available financial assistance for remediation. The HCID utilizes the services of qualified Community Based Organizations (CBOs) to support the LHRP by conducting education to tenants, property owners, and property managers on the need to use lead-safe work practices, enrolling buildings that are eligible for subsidized lead hazard remediation, and sponsoring community-wide events to promote lead hazard control. The network of CBOs has been successful in creating a positive relationship between the community residents and local government. The CBO contracts will be funded through a grant from the HUD Office of Lead Hazard Control and Healthy Homes (OLHCHH).

The LHRP RFP included a Los Angeles Promise Zone (LAPZ) component for experience in providing service within the zone to fulfill a grant award requirement. The LAPZ includes parts of the Hollywood, East Hollywood, Koreatown, Pico Union, and Westlake communities. The LHRP's contractors will place a special emphasis on reaching low income families with young children within the LAPZ to provide education on lead prevention and lead safe work practices, encourage these families to enroll into the LHRP, and explain the benefits of living in a lead-safe environment.

Request for Proposals Process

On June 16, 2015, the Council approved the release of the RFP for the LHRP Outreach, Education, Enrollment Services, and Training (C.F. 14-1288). The HCID released the RFP on June 29, 2015 through the Los Angeles Business Assistance Virtual Network. Five agencies attended the LHRP mandatory "Proposers Conference" held on July 9, 2015. Proposals were originally due on August 3, 2015. However, due to the submission of incomplete proposals, the technical assistance phase and the submission deadline were both extended to allow eligible proposers to review their proposals for completeness before resubmitting. The submission deadline was moved to September 1, 2015. Two evaluation teams were assembled to evaluate the proposals. Proposals needed a minimum score of 70 to be considered for funding. The evaluation criteria is contained in the HCID report dated December 22, 2015, attached to this report as Attachment. The HCID received five proposals on September 1, 2015. All five proposals were deemed eligible. They were subsequently reviewed and scored by the evaluation teams.

The RFP document stated that HCID was seeking four agencies to provide the requested services. After reviewing all submittals, HCID determined that all five applicants were highly qualified and would maximize the effectiveness of the LHRP citywide, including the LAPZ target areas. On October 7, 2015 all five respondents were notified of the RFP results and the change in the number of service providers. They were given the opportunity to appeal the RFP on procedural issues. No appeals letters were received.

The LHRP relies solely on HUD-funded grants administered through the OLHCHH. Funding for these contracts has been approved by the Council and Mayor (C.F. 14-1288). A maximum amount of \$42,500 per year will be awarded to each of the five contractors conducting outreach, education, enrollment services and training.

New Grant Application and Grant Agreement Execution

Anticipating the release of the 2016 NOFA for the LHRD Grant by HUD OLHCHH, HCID is requesting authority to apply for the upcoming grant, and if awarded funds, to negotiate and execute the grant agreement with HUD. If the HUD grant is awarded, HCID will report back and present the grant agreements to the Council and Mayor. The LHRD Grant has a minimum 25% match requirement for funding. The match will be funded by contributions of staff time paid by CDBG and other efforts from HCID and community partner agencies.

Through a Charter Section 1022 review, the Personnel Department and City Administrative Officer determined that although there were classifications of City employees that could perform some of the tasks listed in the RFP, there are no classifications that can perform the full scope of work. A copy of the HCID transmittal, along with a pro forma template of the draft contracts, has been forwarded to the City Attorney for concurrent review and approval as to form and compliance with the City's contracting requirements.

RECOMMENDATIONS

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

- I. Authorize the General Manager of the Housing and Community Investment Department (HCID), or designee, to:

- A. Execute contracts with Coalition for Economic Survival, Inner City Law Center Inc., Inquilinos Unidos, Koreatown Immigrant Worker Alliance, and Pacoima Beautiful for the Lead Hazard Remediation Program (LHRP) Outreach, Education, Enrollment Services and Training, in substantial conformance with Attachment B of HCID's transmittal dated December 22, 2015 (Attachment) with a term of one year with two additional one-year options, and compensation in an annual amount of \$42,500, subject to the approval of the City Attorney as to form and compliance with the City's contracting requirements, with funding sources as follows;

Funding Sources for Contracts			
Fund No.	Department	Account No.	Amount
57R	43	43L902	\$200,000
57R	43	43L903	12,500

- B. Submit an application in response to the U.S. Department of Housing and Urban Development's (HUD) Fiscal Year 2016 NOFA for the LHRP Grant;
 - C. Negotiate and execute the LHRP grant agreement with HUD, designate the General Manager of HCID as the Certifying Officer to administer the funds, and report back to the Mayor and Council, if successful in the application; and
 - D. Prepare Controller's instructions and make any necessary technical adjustments

consistent with the Mayor and Council actions in this matter, subject to the approval of the City Administrative Officer, and request the Controller to implement these instructions.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The recommendations are in compliance with the City's Financial Policies in that the LHRP is supported with federal funds from the U.S. Department of Housing and Urban Development.

Attachment: Housing and Community Investment Department transmittal dated December 22, 2015

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