AGENDA

FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING ADVISORY COMMITTEE
WEDNESDAY, JULY 22, 2020 (12:00 PM)

TELECONFERENCE CALL-IN NUMBER: (626) 262-4513
PARTICIPANT CODE: 7342962

To join via phone, dial (626) 262-4513, then enter code 7342962 when prompted.

1. Call to Order

2. Roll Call

   James Brooks, Chair
   Ruthie Myers, Vice Chair
   Mary Canoy
   Zella Knight
   Val Lerch
   Takao Suzuki
   Pamela Williams

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

   Regular Meeting of May 27, 2020

4. Report of the Executive Director

5. Presentations

   Measure H update
6. **Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Advisory Committee. Each person is limited to three minutes.

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**Regular Agenda**

7. **Construction Contract for a Window and Sliding Glass Door Replacement Project at the Orchard Arms Senior Public Housing Development (District 5)**

Recommend that the Board of Commissioners take the following actions:

Find that the approval of the Contract and the proposed Project to complete window and sliding glass door replacement and associated work in 183 dwelling units at the Orchard Arms senior public housing development is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the Project.

Approve the proposed Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Los Angeles County Development Authority (LACDA) for construction of the Project.

Authorize the Acting Executive Director or his designee, to award and execute a Contract and all related documents with TL Veterans Construction, Inc., the lowest responsive and responsible bidder, for window and sliding glass door replacement and associated work at the Orchard Arms senior public housing development, following receipt of the acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor, for a total contract amount of $655,000, using Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) and to be incorporated in the LACDA’s Fiscal Year 2020-2021 budget.

Authorize the Acting Executive Director or his designee, upon his determination and as necessary and appropriate, to amend the Contract or to terminate the contractor’s right to proceed with the performance of the Contract or to terminate the Contract for convenience.

Authorize the Acting Executive Director or his designee to approve Contract change orders not to exceed $131,000, which represents 20% of the $655,000 contract amount, for unforeseen project costs, using CFP funds and to be incorporated in the LACDA’s approved Fiscal Year 2020-2021 budget.

Authorize the Acting Executive Director to incorporate the contract and contingency amounts, a total of $655,000, into the LACDA’s approved Fiscal Year 2019-2020 budget, as needed, for the purposes described above.
Determine that the proposed Project is exempt from the application of the County’s Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.

8. **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 (4) 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 5:00 p.m., Monday through Friday, or by e-mail at nick.teske@lacda.org.
MINUTES FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY DEVELOPMENT AUTHORITY
HOUSING ADVISORY COMMITTEE


The meeting was convened via teleconference.

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

The meeting was called to order by Commissioner Brooks at 12:02 p.m.

Roll Call

<table>
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<tr>
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<th>Absent</th>
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</thead>
<tbody>
<tr>
<td>James Brooks</td>
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<tr>
<td>Mary Canoy</td>
<td>X</td>
</tr>
<tr>
<td>Zella Knight</td>
<td>X</td>
</tr>
<tr>
<td>Val Lerch</td>
<td>X</td>
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<tr>
<td>Ruthie Myers</td>
<td>X</td>
</tr>
<tr>
<td>Takao Suzuki</td>
<td>X</td>
</tr>
<tr>
<td>Pamela Williams</td>
<td>X</td>
</tr>
</tbody>
</table>

Partial List of Staff and Guests Present

Emilio Salas, Acting Executive Director
Tracie Mann, Director of Housing Assistance
Twima Earley, Director of Housing Operations

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

On motion by Commissioner Knight, seconded by Commissioner Myers, the minutes of the Regular Meeting of April 22, 2020 were approved as presented.

Agenda Item No. 4 – Report of the Executive Director

Acting Executive Director Emilio Salas reported that the LACDA received the first wave of funding under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which includes $5.2 million for Housing Choice Voucher (Section 8) program administrative fees. The funding also includes $1.4 million in Operating Subsidy, which will be used for equipment, employee overtime, supplies, and resident services programming. The LACDA is awaiting additional Housing Assistance Payment funds, estimated in July. The CARES Act also provided over $5 million in Community Development Block Grant (CDBG) funds for the County and participating cities.

Emilio reported on the ongoing emergency relief programs utilizing CARES Act funding and local County funds. In addition to the emergency business relief programs discussed
at the prior meeting, the LACDA has also launched three emergency rental assistance programs.

The first program that launched provides $3.7 million within unincorporated areas of the County using CDBG funds. The LACDA is running this program in partnership with 211LA and they have been inundated with calls. It will provide up to $1,000 per month for 3 months for income eligible families. Applications were being taken until May 31, 2020 and afterward a lottery system will be used to determine who receives assistance.

The LACDA has also launched two programs that provide assistance to small property owners in the 1st and 2nd Supervisorial Districts. Both have differing criteria day and are being administered by our Housing Assistance Division.

Emilio reported that on May 14, 2020, California Governor Gavin Newsom released his Fiscal Year 2020-21 May Budget Revise. They have announced a 10% reduction in pay for state workers. The budget still includes some housing proposals with potential impact on the LACDA:

- The budget maintains $500 million in low-income housing state tax credits, which will continue to expedite housing development throughout the state by leveraging federal bonding capacity to create more opportunities for tax-exempt building of affordable housing. Also included is a real estate transaction fee which we hope this year will result in approximately $5 million to the County and $7 million to participating cities to be used for affordable housing.

- Includes $1.1 billion in available federal funds from the CDBG Program for critical infrastructure and disaster relief related to the 2017 and 2018 wildfires. These funds are allocated to counties by the state’s Housing and Community Development (HCD), in connection with federally designated "disaster zones." In the last round of this funding, the LACDA was eligible to receive over $500,000 to dedicate to 1-2 projects. It is uncertain as to how much the LACDA may be allocated in future cycles.

- Reverts $200 million in Infill Infrastructure Grant (IIG) funds. HCD allocates IIG funding as gap financing on projects that come through the LACDA pipeline. This drop in gap funding for infill developments will mean that projects will have to look elsewhere to fill gaps in project financing, which will indirectly affect the LACDA.

- Allocates a portion of the state’s CARES Act funding to local governments—$450 million to cities and $1.3 billion to counties—to be used toward homelessness, public health, public safety, and other services to combat the COVID-19 pandemic. The state is allocating $1.3 billion of its CARES Act funding directly to counties based on population size to address public health, behavioral health, and other health and human services needs that have arisen as a result of the COVID-19 pandemic. This may be a potential supplemental funding source for the Emergency Solutions Grant (ESG) CARES Act through a NOFA scheduled for release.
Emilio reported that on May 15, 2020, the U.S. House of Representatives passed a bill that would provide $3 trillion to address emergency measures as part of the ongoing COVID-19 response. The Health and Economic Recovery Omnibus Emergency Solutions (HEROES) Act, H.R. 6800, includes funding for a wide range of programs, including critical investments in affordable housing and community development. In addition to other non-housing related provisions, the bill would provide $100 billion for emergency rental assistance through the Emergency Solutions Grant (ESG), establish a $75 million fund to help homeowners pay their mortgages, and expand and extend the eviction moratorium and forbearance allowances established under the CARES Act passed by Congress in March. However, the HEROES Act does not include the immediate relief needed for the Low-Income Housing Tax Credit.

The Senate is not expected to put the HEROES Act on the fast track. Republican Senate leaders have expressed a desire to first evaluate the effectiveness of the CARES Act. As the debate continues, it is likely that Senators will pause relief funding legislation until June, with the goal of possibly passing a bill before July 4, 2020.

Emilio reported that the timeline for passing a dozen spending bills for Federal Fiscal Year (FFY) 2021 – which begins on October 1, 2020 – is slipping as COVID-19 consumes the legislative agenda and complicates committee work on Capitol Hill. The two-year budget deal signed by President Trump last summer, the Bipartisan Budget Act of 2019 (H.R. 3877), cemented $632 billion in nondefense funding this FFY, with only a $2.5 billion increase for FFY 2021. In the coming weeks, House and Senate appropriators must figure out how to allocate the $632 billion, distributing the additional $2.5 billion to domestic programs across the federal government – many of which are expecting at least a slight funding boost. Earlier this year, House Democrats had planned to mark up and pass all 12 appropriations bills by the end of June, but this is unlikely to happen until Congress can agree on another massive federal COVID-19 relief package.

Emilio reported on the ongoing reopening plans for the State and the County, and how these affect LACDA operations. Our in-home inspections continue to be postponed for public housing. For Section 8, we are only conducting inspections for new contracts, while the self-certification process is being used for annual inspections. Our concern is regarding the backlog that will occur on the backend. After the HUD waivers expire in mid-June, we will have two months to get caught up.

Emilio reported that he expects the LACDA to continue our telework approach based on the specific needs of each Division until at least the middle of June. We are currently preparing our administrative offices for more staff to return to work, and in the process of rolling out the mechanisms established in our action plans to reduce risks among employees. For example, we will prepare our lobby with 6 foot indicators to ensure physical distancing. We are posting signage and have ordered PPE for our field staff, so we are ready once those operations resume.
LACDA staff have ordered hand sanitizers and disinfecting wipes that will be placed at all high touch areas such as outside elevators, next to copy machines, etc. We modified the building’s cleaning schedule and protocols. We closed off certain areas such as the small gym and drinking fountains. We removed excess chairs from the lunchroom to limit the number of people that can sit at each table. We are also requiring all staff to wear face coverings as they navigate through the building.

The County currently has seven active workgroups that are convening to address a number of important topics as all County Departments gear up to re-open County facilities to the public and to bring back a greater portion of the workforce to our buildings. The areas of focus include facility adjustments, equipment, public lobby capacity adjustments, training, and employee wellness. These recommendations will be shared with all County Departments to adapt to their specific needs. The LACDA will vet our expanded Return to Workplace Plan with the Department of Public Health to ensure it aligns with best practices and meets their requirements.

The County has expressed a desire to aim for early July for the re-opening of facilities to the public. For now, the Board of Supervisors and County staff continue to meet remotely, and Emilio expects that we will continue this mode of holding our meetings until at least June and most likely beyond that, based on public health guidance.

**Agenda Item No. 5 - Presentations**

None

**Agenda Item No. 6 - Public Comments**

Jonathan Gibson, Legal Aid Foundation of Los Angeles

**Agenda Item No. 7 - Agency Plan for the Los Angeles County Development Authority (All Districts)**

On motion by Commissioner Knight, seconded by Commissioner Lerch, the following was unanimously approved:

Recommend that the Board of Commissioners take the following actions:

Find that the activities in the Agency Plan are not subject to the provisions of the California Environmental Quality Act because they will not have the potential for causing a significant effect on the environment.

Approve the Agency Plan, as required by the U.S. Department of Housing and Urban Development (HUD), to update the LACDA program goals, major policies and financial resources, including the Capital Fund Program, Annual Statement, the Admissions and Continued Occupancy Policy for the Public Housing Program, the Public Housing Lease Agreement, and the Housing Choice Voucher Program Program’s Administrative Plan.
Adopt and instruct the Chair to sign a Resolution approving the Agency Plan for submission to HUD and authorize the Acting Executive Director or his designee to take all actions required for implementation of the Agency Plan.

Authorize the Acting Executive Director or his designee to execute all documents required to receive HUD allocated CFP funds of $7,166,752.

Authorize the Acting Executive Director or his designee to incorporate into the Agency Plan all public comments received and approved for inclusion by the Board, and to submit the Agency Plan to HUD by no later than July 31, 2020.

**Agenda Item No. 8 – Construction Contract for Unit Flooring Project at the Orchard Arms Senior Public Housing Development (District 5)**

On motion by Commissioner Lerch, seconded by Commissioner Knight, with Commissioner Myers abstaining, the following was approved:

Recommend that the Board of Commissioners take the following actions:

Find that the approval of the Contract and the proposed Project to complete unit flooring replacement and associated work at the Orchard Arms senior public housing development is exempt from the provisions of the California Environmental Quality Act.

Approve the proposed Project and adopt the plans and specifications that are on file in the Construction Management Unit of the LACDA for construction of the Project.

Authorize the Acting Executive Director or his designee to award and execute a Contract and all related documents with JJJ Floor Covering, Inc., the apparent lowest responsive and responsible bidder, for unit flooring replacement and associated work at the Orchard Arms senior public housing development in unincorporated Los Angeles, following receipt of acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor, for a total contract amount of $475,000, comprised of Capital Fund Program funds included in the LACDA’s approved Fiscal Year 2020-2021 budget.

Authorize the Acting Executive Director or his designee, upon his determination and as necessary and appropriate, to amend the Contract, or to terminate the contractor’s right to proceed with the performance of the Contract or to terminate the Contract for convenience.

Authorize the Acting Executive Director or his designee to approve Contract change orders not to exceed $95,000, which represents 20% of the $475,000 contract amount, for unforeseen project costs, using Capital Fund Program funds and included in the LACDA’s approved Fiscal Year 2020-2021 budget.
Determine that the proposed Project is exempt from the application of the County’s Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.

**Agenda Item No. 9 – Commissioner Comments and Recommendations for Future Agenda Items**

Commissioner Knight requested presentations for upcoming meetings about Measure H as well as safety at LACDA housing developments. The meeting was adjourned by Commissioner Brooks at 1:24 p.m.

Respectfully submitted,

EMILIO SALAS  
Acting Executive Director  
Secretary–Treasurer
July 22, 2020

TO: Housing Advisory Committee

FROM: Emilio Salas, Acting Executive Director

SUBJECT: CRIME AND SAFETY UPDATE

The Housing Operations Division (HOD) Crime and Safety program includes the countywide Community Policing Program (CPP), Closed Circuit TV systems covering over 80% of our housing units, a Legal Team of an in-house paralegal and outside Counsel, and monthly Task Force meetings with HOD management, Community Policing Program (CPP), and the Crime and Safety staff.

For 27 years, this comprehensive approach to addressing crime at our housing sites continues to celebrate an over 85% reduction in crime and fear and most importantly a positive partnership between our residents, the personnel from the Los Angeles Sheriff’s Department (LASD) and the Long Beach Police Department (LBPD), and HOD management.
The last three months of LACDA “safer at home” restrictions, HUD’s eviction moratorium on non-payment cases, and the closure of the local courts have presented some challenges.

The LACDA “safer at home” restrictions went into effect on March 17, 2020 and HOD management has sent multiple communications to residents about the need to comply for their health and safety and that of other residents. When residents reported to management that non-residents, other than caregivers, were coming to the sites and gathering, Crime and Safety staff and HOD management worked with outside Counsel to prepare a notice related to a lease violation that has been a useful tool to gain resident compliance.

On March 27, 2020, HUD issued a moratorium on evictions for non-payment of rent. We already had 13 evictions going through the legal process, with five cases for non-payment of rent that occurred in late 2019 and early 2020. HOD management sent communications to remind residents to advise management of loss of income due to COVID-19 and to continue to pay the rent owed. Our collection rate as of May 31, 2020 is 99%.

The closure of the local courts has stopped the legal process on eight cases that were related to criminal activity and other health and safety breaches of the lease. Criminal activity continues to be an issue at some sites. At Task Force meetings we discuss referral to social services, residents who are resistant to assistance, and the need to continue to proceed with notices which start the legal process, as a last resort. The new Social Service Compliance Lease Addendum goes into effect on July 1, 2020 so may that be a new eviction prevention tool that shows positive results.

All our CPP personnel were deployed during the civil unrest, so we utilized the services of private security to address the COVID-19 restrictions and be a short-term deterrent at sites where criminal activity was occurring. There are residents who have received legal notices, but they know the courts are closed so they continue to engage in illegal activity at their sites. We are committed to the health and safety of all our residents, so addressing crime and related issues will continue with CPP, HOD management and private security, if needed.

On a positive note, food distribution to families and seniors throughout the County has been essential for residents to maintain healthy eating during the COVID-19 “safer at home”. The LASD CPP teams helped with food distribution at our South Scattered Sites and the East Los Angeles Sheriff’s Station distributed water filters to all the resident at the Herbert Apartments, a 46-unit senior housing site.

Thank you for your ongoing care and concern for over 7,000 HOD residents at 68 housing sites throughout the County. HOD staff and partners have adeptly adjusted to the challenges and found new ways to move forward to keep our sites safe.
July 22, 2020

TO: Housing Advisory Committee
FROM: Tracie Mann, Director
Housing Assistance Division

RE: FSS PROGRAM UPDATE – JUNE 2020

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**

<table>
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<tr>
<th>NUMBER</th>
<th>CURRENTLY ENROLLED</th>
<th>433</th>
<th>As of July 1, 2020, there were 367 Housing Choice Voucher (HCV) and 66 Public Housing (PH) FSS participants.</th>
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<td>Work Source/Job Fairs</td>
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<td>477</td>
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<td>327</td>
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<td></td>
<td>274</td>
<td>Other/Utility/Legal referrals/Covid-19 Assistance Resources</td>
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<td>Youth Services</td>
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<td>LACDA Home Ownership Program</td>
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<td>GRADUATIONS</td>
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<td>(3) Request for Graduation for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).</td>
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If you have any questions, please feel free to contact me at (626) 586-1670.

Attachment
FAMILY SELF-SUFFICIENCY (FSS) GLOSSARY OF TERMS

Listed below are brief descriptions of each category in the monthly FSS Report.

1. **Number Currently Enrolled** – Current number enrolled in the FSS program as of the date the FSS Report is presented.

2. **New Enrollments** - The number of Participants enrolled in the FSS program with an effective date in the month the FSS Report is presented.

3. **Contract Expired** – The number of participant contracts that expired at the end of the month prior to the FSS Report presented.

4. **Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant’s goals needed to be accomplished prior to successfully completing the program.

5. **Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.

6. **Graduations** – FSS participants that graduated last month.

7. **Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.
## Los Angeles County Development Authority
### Contract Status Report

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<th>Project Name</th>
<th>PMWebNo.</th>
<th>Contractor Name</th>
<th>Original Contract Amount</th>
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<td>$171,870.65</td>
<td>39%</td>
<td>Construction</td>
</tr>
</tbody>
</table>

**Totals:**

$5,359,639.76  $5,359,639.76  0%  $1,281,391.22
July 22, 2020

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

Dear Commissioners:

AWARD A CONSTRUCTION CONTRACT TO TL VETERANS CONSTRUCTION, INC  
FOR A WINDOW AND SLIDING GLASS DOOR REPLACEMENT PROJECT AT THE  
ORCHARD ARMS SENIOR PUBLIC HOUSING DEVELOPMENT  
(DISTRICT 5)

SUBJECT

This letter recommends award of a Construction Contract (Contract) to TL Veterans Construction, Inc. to complete the window and sliding glass door replacement in 183 dwelling units at the Orchard Arms senior public housing development located at 23410 – 23540 Wiley Canyon Road in unincorporated Valencia (Project).

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners find that the approval of the Contract and the proposed Project to complete window and sliding glass door replacement and associated work in 183 dwelling units at the Orchard Arms senior public housing development is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the Project.

2. Recommend that the Board of Commissioners approve the proposed Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Los Angeles County Development Authority (LACDA) for construction of the Project.
3. Recommend that the Board of Commissioners authorize the Acting Executive Director or his designee, to award and execute a Contract and all related documents with TL Veterans Construction, Inc., the lowest responsive and responsible bidder, for window and sliding glass door replacement and associated work at the Orchard Arms senior public housing development, following receipt of the acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor, for a total contract amount of $655,000, using Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) and to be incorporated in the LACDA's Fiscal Year 2020-2021 budget.

4. Recommend that the Board of Commissioners authorize the Acting Executive Director or his designee, upon his determination and as necessary and appropriate, to amend the Contract or to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract for convenience.

4. Recommend that the Board of Commissioners authorize the Acting Executive Director or his designee to approve Contract change orders not to exceed $131,000, which represents 20% of the $655,000 contract amount, for unforeseen project costs, using CFP funds and to be incorporated in the LACDA's approved Fiscal Year 2020-2021 budget.

5. Recommend that the Board of Commissioners authorize the Acting Executive Director to incorporate the contract and contingency amounts, a total of $655,000, into the LACDA's approved Fiscal Year 2019-2020 budget, as needed, for the purposes described above.

6. Recommend that the Board of Commissioners determine that the proposed Project is exempt from the application of the County's Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Orchard Arms senior public housing development consists of 183 units. The window and sliding glass door replacement will be completed in all 183 dwelling units and common areas. The scope of work for this Contract includes removal of existing windows and replacement with new energy efficient windows, including necessary caulking and painting, and associated work. The scope of work also includes replacement of existing sliding glass doors and necessary water proofing and painting of the outside decks adjacent to each sliding glass door.
The approval of the recommended actions will find the proposed Project is exempt from the provisions of CEQA, adopt the plans and specifications for the proposed Project, and authorize the Acting Executive Director, or his designee, to award and execute a construction contract with the lowest responsive and responsible bidder, and determine that the Project is exempt from the application of the County’s Local Targeted Worker Hire Policy.

**FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The LACDA will fund the improvements with up to $655,000 in CFP funds allocated by HUD and incorporated in the LACDA’s approved Fiscal Year 2020-2021 budget.

A 20% contingency, in the amount of $131,000 is being set aside for unforeseen costs using CFP funds. This contingency is recommended because window and sliding glass door replacement and associated work often involves unforeseen conditions or damaged plywood, fascia boards, and structure repairs that extend further than initially identified in the scope of work.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The improvements are being federally funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program, and the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, TL Veterans Construction, Inc. will comply with the requirements of 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. This project is exempt from the application of the County’s Local Targeted Worker Hire Policy since it will be funded with federal funds, which prohibits geographic preferences. However, construction project bid specifications require that vendors submit a Business Hiring Survey to match qualified public housing residents with available jobs. Residents that are interested in obtaining employment are encouraged to submit an Economic Opportunities Enrollment Form to the LACDA to identify their past work experience and refer them to job openings. If a potential job match is identified, the vendor’s information is provided to the resident and the resident is encouraged to apply.

The LACDA partners with the Los Angeles County Workforce Development, Aging and Community Services (WDACS) to implement a workforce development program at public housing developments located in the 1st, 2nd, 3rd and 5th Supervisorial Districts. Residents who participate will be provided with employment and supportive services through a network of Los Angeles County America’s Job Centers of California (AJCC). For 4th Supervisorial District residents, workforce development services are provided at the

Item 7
Carmelitos public housing development through Pacific Gateway and at the Harbor Hills public housing development through the South Bay Workforce Investment Board.

ENVIRONMENTAL DOCUMENTATION

Pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a) (3) (ii), this Project is excluded from the National Environmental Policy Act (NEPA) because it involves activities that will not alter existing environmental conditions.

The proposed Project is categorically exempt from CEQA. The Project, replacement of windows and sliding glass doors in 183 dwelling units and common areas, including necessary caulking and painting, water proofing, and associated work, is within a class of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 and 15302 of the CEQA Guidelines and Classes 1 and 2 of the County’s Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the Project is not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records. The Project will not adversely affect natural watercourses, wetlands, environmentally sensitive areas, remove scenic resources, and remove rare plants or mature trees. Upon the Board's approval of the proposed Project, the LACDA will file a Notice of Exemption with the County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

CONTRACTING PROCESS

On January 14, 2020, the LACDA initiated an outreach to identify a contractor to complete the work at the subject property. Notices were electronically sent to all 395 Class B licensed contractors identified from the LACDA’s vendor list to visit the LACDA’s website and download the solicitation package. Advertisements also appeared on the County WebVen and LACDA websites.

On February 4, 2020, three bids were received and formally opened. The lowest bidder, TL Veterans Construction, Inc., was determine to be the lowest responsive and responsible and is being recommended for the Contract award.

The Summary of the Outreach Activities is provided in Attachment A.
IMPACT ON CURRENT PROJECT

Approval of the recommended actions will allow for window and sliding glass door replacement in a total of 183 dwelling units and associated work at the Orchard Arms senior public housing development and allow the LACDA to continue providing residents with modest affordable housing.

Respectfully submitted,

EMILIO SALAS
Acting Executive Director

Enclosures
ATTACHMENT A

Summary of Outreach Activities

On January 14, 2020, the following outreach was initiated to identify a contractor for window and sliding glass door replacement at the Orchard Arms senior public housing development located at 23410 – 23540 Wiley Canyon Rd. Valencia, CA 91355

A. Advertising

An announcement was also posted on the County WebVen and LACDA websites

B. Distribution of Bid Packages

The LACDA’s vendor list was used to email notices to 395 Class B licensed contractors to visit the LACDA’s website and download the solicitation package. As a result of the outreach, forty-six bid packages were downloaded from the LACDA website.

C. Pre-Bid Conference and Site Walk

On January 21, 2020, a mandatory pre-bid conference and site walk was conducted. Three contractors were in attendance.

D. Bid Results

On February 4, 2020, a total of three bids were received and publicly opened. The bid result was as follows:

<table>
<thead>
<tr>
<th>Engineers’ Estimate</th>
<th>$589,500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Bid Amount</td>
</tr>
<tr>
<td>TL Veterans Construction, Inc.</td>
<td>$655,000.00</td>
</tr>
<tr>
<td>Devonshire Homes, Inc.</td>
<td>$742,970.99</td>
</tr>
<tr>
<td>Pinguelo Construction Inc.</td>
<td>$1,168,000.00</td>
</tr>
</tbody>
</table>

E. Minority/Female Participation – Selected Contractor

<table>
<thead>
<tr>
<th>Name</th>
<th>Ownership/Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>TL Veterans Construction, Inc.</td>
<td>Minority</td>
</tr>
<tr>
<td></td>
<td>No County certification</td>
</tr>
</tbody>
</table>
F. **Minority/Female Participation – Contractors Not Selected**

<table>
<thead>
<tr>
<th>Name</th>
<th>Ownership/Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Devonshire Homes, Inc.</td>
<td>Non-Minority</td>
</tr>
<tr>
<td></td>
<td>No County certification</td>
</tr>
<tr>
<td>Pinguelo Construction Inc.</td>
<td>Did Not Provide</td>
</tr>
<tr>
<td></td>
<td>No County certification</td>
</tr>
</tbody>
</table>

The LACDA conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the LACDA.

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

Contract Summary

Project Name: ORCHARD ARMS UNIT AND COMMON AREA WINDOW PROJECT
Location: 23410 – 23540 Wiley Canyon Rd. Valencia, CA 91355
Bid Number: LACDA20-015
Bid Date: February 4, 2020
Contractor: TL Veterans Construction, Inc.
Services: Includes replacement of windows and sliding glass doors in 183 dwelling units and common areas, including necessary caulking and painting, water proofing, and associated work

Contract Documents: Instructions to Bidders and General Conditions, Specifications, Bidder’s Documents, Representations, Certifications, Bid, Other Statements of Bidder; and all Addenda to the Contract Documents.

Time of Commencement and Completion: The work to be performed under this Contract shall commence within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within One Hundred Twenty (120) calendar days following the required commencement date.

Liquidated Damages: In the event of a breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the LACDA the sum of Five Hundred Dollars and Zero Cents ($500.00) as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

Contract Sum: The LACDA shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of Six Hundred Fifty-Five Thousand Dollars ($655,000). The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

Contract Contingency: $131,000