



AGENDA

FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING ADVISORY COMMITTEE
WEDNESDAY, MAY 29, 2019 (12:00 PM)

LACDA HEADQUARTERS
700 W. MAIN STREET
ALHAMBRA, CA 91801
(626) 586-1500

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1. **Call to Order**

2. **Roll Call**

Marnell Banks
Mary Canoy
Zella Knight
Ruthie Myers
Pamela Williams

3. **Report of the Executive Director**

4. **Presentations**

Recognition of Los Angeles County Housing Commissioners

5. **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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700 West Main Street, Alhambra, CA 91801
Tel: (626) 262-4511 TDD: (626) 943-3898

Executive Director: Monique King-Viehlund
Commissioners: Hilda L. Solis, Mark Ridley-Thomas, Sheila Kuehl, Janice Hahn, Kathryn Barger



Regular Agenda

6. Election of Chair and Vice Chair for 2019

7. Award Contract to Provide Landscape Services (All Districts)

Recommend that the Board of Commissioners find that approval of a Landscape Services Contract is exempt from the California Environmental Quality Act because the proposed activity will not have the potential for causing a significant effect on the environment; recommend that the Board of Commissioners approve and authorize the Executive Director or her designee to execute, amend and, if necessary, terminate a one-year Contract with Stay Green, Inc., using up to \$1,075,000 in program funds included in the LACDA's approved Fiscal Year 2019-2020 budget, to be effective following approval as to form by County Counsel and execution by all parties; recommend that the Board of Commissioners authorize the Executive Director or her 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 \$1,075,000, using funds to be requested through the LACDA's annual budget approval process; recommend that the Board of Commissioners authorize the Executive Director or her 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; recommend that the Board of Commissioners authorize the Executive Director or her designee to increase the annual compensation by the amount of the Living Wage Program rate increase in addition to all other authorizations due to annual Living Wage Program rate increases.

8. Award Sole Source Contract with Equifax Workforce Solutions for Electronic Third Party Income Verification (All Districts)

Recommend that the Board of Commissioners find that approval of the Contract with Equifax Workforce Solutions is not subject to the provisions of the California Environmental Quality Act because it will not have the potential for causing a significant effect on the environment; recommend that the Board of Commissioners authorize the Executive Director or her designee to execute a sole source Contract with Equifax, for an initial term of six months, in the amount of \$100,000 for electronic third party income verification, using funds included in the LACDA's Fiscal Year 2019-2020 proposed budget; recommend that the Board of Commissioners authorize the Executive Director or her 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 up to \$215,000, using funds to be included in the LACDA's annual budget approval process; recommend that the Board of Commissioners authorize the Executive Director or her designee, upon her determination and as necessary and appropriate under terms of the Contract, to amend or to terminate the Contract for convenience.

9. Committee Member Comments or Suggestions for Future Agenda Items

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the LACDA's main office located at 700 W. Main St., Alhambra, CA 91801. Access to the agenda and supporting documents are also 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.



May 29, 2019

TO: Housing Advisory Committee
 FROM: Tracie Mann, Director *[Signature]*
 Housing Assistance Division

RE: **FSS PROGRAM UPDATE – APRIL 2019**

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	487	As of May 1, 2019 , there were 419 Housing Choice Voucher (HCV) and 68 Public Housing (PH) FSS participants.
NEW ENROLLMENTS	7	(5) FSS participants enrolled for Housing Choice Voucher (HCV) and (2) for Public Housing (PH).
CONTRACTS EXPIRED	4	(4) FSS contracts expired for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).
DIRECT ASSISTANCE REFERRALS	3798 1777 1566 477 476 458 163 88 75 73	As of April 30, 2019 Job Referrals/training Work Source/Job Fairs Educational/Vocational/Job Training Youth Services Credit Repair Financial Literacy Home Ownership Counseling Other/Utility/Job Fair Computer Training Transportation Assistance
OUTREACH & COMMUNITY EVENT	1 1 1 1	H.P.P. Cares Network Meeting Fair Housing Workshop Alhambra Fair Housing Workshop Palmdale South Scatter Sites Open House.
GRADUATIONS	0	(0) Request for Graduation for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).

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.



May 29, 2019

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

Dear Committee Members:

**AWARD CONTRACT TO PROVIDE LANDSCAPE SERVICES
(ALL DISTRICTS)**

SUBJECT

This letter requests approval of a Contract with Stay Green, Inc., to provide landscape services to the Los Angeles County Development Authority (LACDA).

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners find that approval of the Landscape Services Contract is exempt from the California Environmental Quality Act (CEQA) because the proposed activity will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve and authorize the Executive Director or her designee to execute, amend and, if necessary, terminate a one-year Landscape Service contract (Contract) with Stay Green, Inc., using up to \$1,075,000 in program funds included in the LACDA's approved Fiscal Year 2019-2020 budget, to be effective 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 her 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



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annual compensation of \$1,075,000, 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 her 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 her designee to increase the annual compensation by the amount of the Living Wage Program rate increase in addition to all other authorizations due to annual Living Wage Program rate increases.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

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

Landscaping services will be provided for up to 64 sites throughout the County of Los Angeles, which consists of the following administrative and housing development sites: Community Resource Center, Business Technology Center, Carmelitos, Harbor Hills, Nueva Maravilla, West County I, West County II, North County, East County, South County, South Scattered Sites and Non-Conventional Housing.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund.

The cost for the first year is \$1,075,000, which is included in the LACDA's approved Fiscal Year 2019-2020 budget.

If extended, the cost for the second through the fifth year of the Contract will remain at the same annual amount of \$1,075,000 using funds to be requested through the LACDA's annual budget approval process.

A 10% contingency, in the amount of \$107,500 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 improvements are being federally funded, and will not be 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, Stay Green, Inc. has agreed to comply with Section 3 of the Housing and Community Development Act of 1968, as amended. The Housing and Community Development Act of 1968, as amended, 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. Stay Green, Inc. complied with the 30% of permanent Section 3 Resident fulltime employees to meet the definition of a Section 3 Business Concern. Therefore, Stay Green, Inc. was determined to be a Section 3 Business Concern.

The LACDA has determined that Stay Green, Inc. has met the requirements of the Living Wage Program and agrees to pay living wage hourly rates to employees while providing services under the Contract.

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 25, 2019, a Request for Proposal (RFP) process was initiated to identify contractors to provide landscape services for the LACDA. Notices were emailed to 169 vendors from the LACDA vendor list. An announcement was also posted on the County's WebVen and LACDA websites.

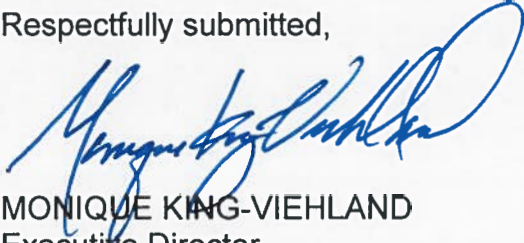
A Pre-Proposal Conference was held at the LACDA Administrative Building, on March 5, 2019. A total of two contractors participated in the Pre-Proposal Conference. On March 14, 2019, two proposals were received.

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 SERVICES

The proposed Contract will provide needed landscape 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 "Monique King-Viehlend", is written over the typed name and title.

MONIQUE KING-VIEHLAND
Executive Director

MKV:HB

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Landscape Services

On February 25, 2019, the following outreach was initiated to identify Landscape Service contractors to provide necessary landscaping services for the LACDA.

A. Announcement

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

B. Distribution of Request for Proposal Packages (RFP)

The LACDA's vendor list was used to e-mail notices to 169 landscape service contractors to visit the LACDA's website and download the solicitation package. As a result of the outreach, 25 RFP packages were downloaded from the LACDA website.

C. Proposal Results

On March 14, 2019, two proposals were received. 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, Section 3, Living Wage Program and costs. The final evaluation results are as follows:

	<u>Score</u>
Stay Green, Inc.	878
Conejo Crest Landscape, Inc.	662

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

D. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Stay Green, Inc.	Non-Minority	Total: 348

E. Minority/Women Participation– Firm Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Conejo Crest Landscape Maintenance, Inc.	Non-Minority	Total: 150

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



May 29, 2019

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

Dear Committee Members:

**AWARD SOLE SOURCE CONTRACT WITH EQUIFAX WORKFORCE SOLUTIONS
FOR ELECTRONIC THIRD PARTY INCOME VERIFICATION
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of a sole source Contract between the Los Angeles County Development Authority (LACDA) and Equifax Workforce Solutions (Equifax) for electronic third party income verification. The LACDA uses this service to determine program eligibility and to calculate rental payments for participants in the Housing Choice Voucher (Section 8) and Public Housing Program and other rental assistance programs.

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners find that approval of the Contract is not subject to the provisions of the California Environmental Quality Act (CEQA) because the proposed activity is not defined as a project under CEQA and 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 her designee to execute a sole source Contract with Equifax, for an initial term of six months, in the amount of \$100,000 for electronic third



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party income verification, using funds included in the LACDA's Fiscal Year 2019-2020 proposed budget.

3. Recommend that the Board of Commissioners authorize the Executive Director or her 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 up to \$215,000, using funds to be included in the LACDA's annual budget approval process.
4. Recommend that the Board of Commissioners authorize the Executive Director or her designee, upon her determination and as necessary and appropriate under terms of the Contract, to amend or to terminate the Contract for convenience.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to authorize the Executive Director to execute a sole source contract with Equifax for third party income verification.

Public housing agencies are tasked to manage increasing caseloads with staff reductions and flat or declining budgets. The U.S. Department of Housing and Urban Development (HUD) has taken a comprehensive approach to reducing rent calculation errors and improper payments by encouraging upfront verification of income and wage information through independent sources.

The Equifax database houses millions of employment records contributed from thousands of employers, including 82% of the Fortune 500, small regional and local employers, and the majority of the federal government civilian employers. Most importantly, these records are updated each time a contributing employer processes payroll, helping to ensure the most up-to-date information possible is received.

At this time, Equifax is the only online employment verification service that obtains information directly from employers, reducing errors and instances of fraud, and overall program costs.

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 the U.S. Department of Housing and Urban Development (HUD).

The cost of the first year of services, which is for a term of six months, will be up to \$100,000 using funds included in the LACDA's Fiscal Year 2019-2020 approved budget.

If extended, the cost of the second year will increase to \$175,000, the third year will increase to \$187,000, the fourth year will increase to \$201,000, and the fifth year will increase to \$215,000. The cost will be included in the LACDA's annual budget approval process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The LACDA administers the Housing Choice Voucher (Section 8) Program, which provides rental assistance vouchers to qualified low- and moderate-income families. HUD regulations set forth in Title 24 Code of Federal Regulations, §§5.240(c), 5.210, and 982.551(b), require housing authorities to verify factors of eligibility for Section 8 program applicants and participants. These verification requirements are designed to maintain program integrity.

Since 2006, Equifax has provided electronic employment verification services for the former Housing Authority (now the LACDA). Equifax's services have resulted in a significant reduction in the time required to verify employment information. Prior to utilizing these services, the former Housing Authority sent letters to employers requesting completion and return of employment verifications forms for its Section 8 applicants and participants. This previously utilized procedure generally took at least seven days; however, employers were often unresponsive and/or several attempts were required before the information provided by the client could be verified.

The LACDA is willing to agree to Equifax's request for a mutual indemnification clause in this contract. The potential exposure is minimal, as Equifax provides an on-line verification service that confirms client-provided information. In the event of information discrepancies, clients will be provided the opportunity to clarify any discrepancy. Additionally, standard insurance requirements are enforced, providing for coverage afforded by General, Professional, and Workers' Compensation insurance.

The Contract has been approved to form by County Counsel and will be effective as of July 1, 2019, subject to Board approval and execution by all parties.

ENVIRONMENTAL DOCUMENTATION

Approval of this action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment. This action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060 (c)(3) and 15378 (b)(5), because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

The LACDA evaluated other services and contractors that could provide up-to-date income and employment information. We were unable to locate another company that offers the same, or comparable services that would be provided with Equifax. Specifically, no other provider offers automated, instant access to all of the specific employer payroll records available on the Equifax database. The information Equifax provides is based on employers' most recent payroll data, as recent as the last weekly or monthly payroll.

In the event of the need to procure a replacement contractor, there are no other providers available who deliver real-time employment and wage information to the desktop without delay. Nor is there another third party data supplier that hosts a sufficient amount of current and accurate data to accommodate an agency of our size. Therefore, it is anticipated that we would experience a delay in processing program participant and applicant files.

IMPACT ON CURRENT SERVICES

The proposed Contract will electronically provide current third party income and employment verification to process applicant and participant files to determine program eligibility.

Respectfully submitted,



MONIQUE KING-VIEHLAND
Executive Director

MKV:TM:RM