



## AGENDA

### FOR THE REGULAR MEETING OF THE LOS ANGELES COUNTY HOUSING ADVISORY COMMITTEE WEDNESDAY, MAY 17, 2023, 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**

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



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

Regular Meeting of April 19, 2023

4. **Report of the Executive Director**

5. **Presentations**

Section 8 Management Assessment Program (SEMAP)

6. **Public Comments**

**Regular Agenda**

7. **Award As-Needed Architectural and Engineering Services Contracts (All Districts)**

Recommend that the Board of Commissioners:

Find the proposed actions are not a project under the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record.

Award and authorize the Executive Director or designee to execute Contracts with the following: IDS Group, Inc., J.C. Chang & Associates, Inc., Egan Simon Architecture, Carde Ten Architects, John T. Chan Architects, Inc., LOC Architects, Inc., Lewis Schoepfle Architects, Radar, Inc., Swift Lee Office, Inc, and Emar Studio for Public Architecture to provide as-needed architectural and engineering services for various LACDA projects, for a term of five years, commencing on the date of full execution of the Contracts, with the option to extend the term of the Contracts for up to two additional one-year terms, for a not-to-exceed annual amount of \$5 million, across all 10 contracts, and a potential aggregate, not-to-exceed amount of \$35 million, if all option years are exercised.

Authorize the Executive Director or designee to execute two one-year extension options on the above ten Contracts at the discretion of the Executive Director based upon workload demands and the level of satisfaction with the services provided.

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

**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 Committee, 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](mailto:nick.teske@lacda.org).

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

**Wednesday, April 19, 2023**

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 Williams at 12:08 p.m.

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

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

On motion by Commissioner Knight, seconded by Commissioner Canoy, the minutes of the Regular Meeting of March 15, 2023 were approved as presented.

**Agenda Item No. 4 – Report of the Executive Director**

Chief of Programs Tracie Mann welcomed all attendees. She reminded the HAC about the County's new guidance regarding in-person meetings effective March 1, 2023. Under this new guidance, in compliance with the new State law AB 2449, Commissioners are allowed to teleconference up to two meetings per year; however, a quorum must be present in-person at the primary meeting location.

Tracie reported on the advocacy visit to Washington D.C. that took place during the week of March 20, 2023. Tracie traveled with Executive Director Emilio Salas and Elisa Vasquez, Director of Communications and Public Affairs, to meet with members of the Los Angeles County Congressional Delegation, representatives from the U.S. Department of Housing and Urban Development (HUD), and County advocates to discuss the agency's most pressing statutory, regulatory, and appropriations requests.

The LACDA's primary advocacy focus includes:

- Addressing the statutory cap on the Project-Based Voucher (PBV) program that limits Public Housing Agencies (PHAs) to project-base up to 20% of their allocation, with another 10% increase when PBVs are used for special populations. We argue that PHAs with the need should have the ability to project-base up to 50%.
- Extending the 36-month timeframe for Family Unification Program (FUP) Foster Youth to Independence (FYI) clients and create an easier pathway to transfer FYI to Housing Choice Vouchers without reverifying program eligibility.
- Flexibilities, similar to those for the Emergency Housing Voucher program, for obtaining documentation from unhoused clients and extended timeframes prior to voucher issuances.

There were some concerns raised regarding the PBV cap lifting and the possible concentration of poverty. Emilio and Tracie have discussed these concerns with members of the National Low Income Housing Coalition, the United States Interagency Council on Homelessness, and the Center on Budget and Policy Priorities. The LACDA also queried PHAs statewide to gauge their support for increasing the cap. Approximately 10 responses were received, with all voicing their support.

At the State level, Tracie reported that the California State Association of Counties (CSAC) helped develop AT HOME, a framework to address all components of homelessness in California. The AT HOME plan establishes accountability measures and a framework for clear roles and responsibilities at the city, County, State, and Federal levels of government. AT HOME elevates homelessness as a shared top California priority. The pillars of AT HOME are accountability, transparency, housing, outreach, mitigation, and economic opportunity. AT HOME prioritizes housing but also focuses on prevention and providing vital wrap-around services and economic opportunities to formerly homeless individuals to ensure their ongoing success. It was developed by counties over the last year and is based on an intensive examination of the complicated and yet often ineffective web of programs and funding streams available today.

Tracie reported that AB 1431, the California Housing Security Act, was recently introduced, which would establish a Statewide housing subsidy program to reduce housing insecurity for low-income individuals and families. The legislation addresses housing insecurity challenges by establishing the California Housing Security Program to provide housing subsidies to eligible low-income individuals and families to not exceed \$2,000 a month. The program targets populations that are at a high risk of experiencing homelessness, including older adults, adults with disabilities, and individuals experiencing homelessness. The Board of Supervisors has taken a support position for the legislation and introduced a motion in support.

Tracie reported that HUD notified the LACDA of our eligibility to apply for 288 Stability Vouchers. In June 2022, HUD announced a first of its kind package of resources to address unsheltered homelessness and homeless encampments. The \$365 million package includes grant funding and roughly 4,000 vouchers nationwide for individuals

and families experiencing homelessness, at-risk of homelessness, fleeing or attempting to flee domestic violence, and veterans and families that include a veteran family member meeting one of the aforementioned criteria. The LACDA will pair the Stability Vouchers with Continuum of Care-funded services available in the community, through a Special Unsheltered Notice of Funding Opportunity (SUNOFO) recently awarded to the Los Angeles Homeless Services Authority (LAHSA). All referrals must come through the Coordinated Entry System.

Tracie provided an update on the LACDA's Emergency Housing Vouchers (EHV). Emilio, Tracie, and the Housing Assistance Division team had a meeting with HUD last month to establish a path forward to ensure anyone with an active EHV still has an opportunity to obtain a regular Housing Choice Voucher (HCV). Concurrently, we are transferring a few hundred families to the Housing Authority of the City of Los Angeles' (HACLA) EHV program and transitioning a small subset to the Continuum of Care program. We are being very intentional about engaging the EHV families to ensure they do not lose out on a housing subsidy.

Finally, Tracie reported that the Board recently approved four affordable housing projects that applied through the Notice of Funding Availability (NOFA) Round 28. NOFA 28 was issued on November 1, 2022, offering over \$35 million in American Rescue Plan Act funding and 300 PBV/PBVASH. Considering the number of applications received, the funds requested exceeded available funds by approximately \$91 million. We received over 30 applications for funding, with a total of 7 projects being recommended for funding and rental assistance. Board approval for the remaining projects will be requested upon receipt of environmental clearances. This really highlights the need for PBVs in Los Angeles County and the reason for the advocacy efforts to increase the cap.

#### **Agenda Item No. 5 - Presentations**

- LACDA Fiscal Year 2023-2024 Budget
- Consolidated Plan and Action Plan for Fiscal Year 2023-2024

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

None

#### **Agenda Item No. 7 – Fiscal Year 2023-2024 Budget for the Los Angeles County Development Authority**

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

Recommend that the Board of Commissioners:

Adopt and instruct the Chair to sign a Resolution approving the \$962,925,700 Fiscal Year (FY) 2023-2024 Budget.

Instruct the Executive Director, or designee, to implement the LACDA's FY 2023-2024 Budget and take all related actions for this purpose, including execution of all required documents.

Find that the approval of the LACDA's FY 2023-2024 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 existing Funding Agreements with the County of Los Angeles (County) and all required documents necessary to accept \$700,000 in South Whittier Resource Center funds, \$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, \$13,853,000 for Measure H (Homeless Prevention Initiative)Page 1, and \$216,000 for the Homeless Coordinator and ancillary services.

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 2023-2024 Budget to the United States Department of Housing and Urban Development (HUD).

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

Commissioner Myers requested a follow-up report on the LACDA Budget after Board approval.

Commissioner Knight requested information on the County's Anti-Racism, Diversity, and Inclusion Initiative (ARDI) and its relationship with the LACDA's programs. She also requested more information about the LACDA's public housing sites and upcoming events.

Commission Contreras requested information about the Maravilla Foundation and opportunities to provide resources to residents at the Nueva Maravilla housing development.

The meeting was adjourned at 1:26 p.m.

Respectfully submitted,

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

EMILIO SALAS  
Executive Director  
Secretary-Treasurer



May 17, 2023

TO: Housing Advisory Committee

FROM: Aletheia Broom, Director  
Housing Assistance Division

RE: **FSS PROGRAM UPDATE – APRIL 2023**

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

<b>NUMBER CURRENTLY ENROLLED</b>	293	<b>As of May 1, 2023</b> , there were 256 Housing Choice Voucher (HCV) and 37 Public Housing (PH) FSS participants.
<b>NEW ENROLLMENTS</b>	12	(10) Housing Choice Voucher (HCV) and (2) for Public Housing (PH).
<b>CONTRACTS EXPIRED</b>	6	(5) FSS contracts expired for Housing Choice Voucher (HCV) and (1) for Public Housing (PH).
<b>DIRECT ASSISTANCE REFERRALS</b>	690 347 335 173 22 263 90 202 0 33 45 66	Job Referrals Work Source/Job Fairs Educational/Vocational/Job Training Financial Literacy Credit Repair Free Tax Prep Pop-up Sites Computer Training Home Ownership Counseling IDA Small Business Youth Services Other/Utility/Legal Aid/Covid-19/Child Care Services
<b>OUTREACH &amp; COMMUNITY EVENT</b>	8	PCC Meeting Alhambra, DYD Summit, (2) FSS Orientations, Small Business Workshop Neva Maravilla, ICMS Meeting
<b>GRADUATIONS</b>	2	(2) 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





May 17, 2023

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

Dear Commissioners:

**AWARD AS-NEED ARCHITECTURAL AND ENGINEERING SERVICES  
CONTRACTS  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends approval and award of 10 consultant contracts (Contracts) for an aggregate not-to-exceed annual amount of \$5 million, across all 10 contracts, for as-needed architectural and engineering services for various Los Angeles County Development Authority (LACDA) public housing and building, residential and commercial projects throughout the County of Los Angeles (County).

**IT IS RECOMMENDED THAT THE COMMITTEE:**

1. Recommend that the Board of Commissioners find the proposed actions are not a project under the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record.
2. Recommend that the Board of Commissioners award and authorize the Executive Director or designee to execute Contracts with the following: IDS Group, Inc., J.C. Chang & Associates, Inc., Egan Simon Architecture, Carde Ten Architects, John T. Chan Architects, Inc., LOC Architects, Inc., Lewis Schoeplein Architects, Radar, Inc., Swift Lee Office, Inc, and Emar Studio for Public Architecture to provide as-needed architectural and engineering services for various LACDA projects, for a term of five years, commencing on the date of full execution of the Contracts, with the option to extend the term of the Contracts for up to two additional one-year terms, for a not-to-exceed annual amount of \$5 million, across all 10 contracts, and a potential



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aggregate, not-to-exceed amount of \$35 million, if all option years are exercised.

3. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute two one-year extension options on the above ten Contracts at the discretion of the Executive Director based upon workload demands and the level of satisfaction with the services provided.
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 amend or to terminate any of the Contracts for convenience.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will find that the architectural and engineering services proposed under the Contracts are exempt from the provisions of CEQA, award and authorize the Executive Director or his designee to execute the proposed 10 Contracts. Approval of the recommended Contracts does not guarantee a contractor any minimum amount of work.

The various LACDA projects that require architectural and engineering services consist of public and affordable housing rehabilitation projects, residential and commercial refurbishment projects, compliance improvements, kitchen and/or bathroom renovation designs, solar electric projects, emergency electric generators, electric vehicle charging stations, roofing and waterproofing, business façade improvements, sound mitigation projects, structural analysis, concrete repairs, water supply pipe coatings, site improvement projects, and all work related to public housing, business revitalization, sound mitigation and other design related work.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. These Contracts will be funded from the approved budgets of the programs for which these services will be provided, and are included in the LACDA's approved Fiscal Year 2022-2023 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 across the 10 Contracts is \$5,000,000 per year. After the initial five-year term, the LACDA may exercise the option to extend each Contract for up to two (2) additional one-year terms. Each such annual extension will include a new \$5,000,000 not-to-exceed program amount to be distributed across the 10 Contracts. The potential aggregate, not-to-exceed amount across the 10 contracts, if all seven (7) option years are exercised is \$35,000,000. Each extension will be contingent upon the availability of program funds, workload demands and the level of satisfaction with the services provided by the contractors.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The attached sample Contract provides for design services from feasibility studies through construction document preparation, plan check submission, and assistance during bidding and construction administration phases.

The standard County terms and conditions have been approved as to form by County Counsel. The Contracts contain the Board's required contract provisions including those pertaining to consideration of qualified County employees targeted for layoffs, as well as qualified GAIN/GROW participants for employment openings, and compliance with Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program.

The firms will be assigned projects on an as-needed basis and will receive compensation based on the services performed. Each firm's fee will not exceed the costs in the negotiated fee schedule. When services are required, the LACDA will issue a work order to one of the 10 recommended firms on a rotational basis. It is the LACDA's intent to equitably distribute work assignments among the 10 recommended firms, based on their respective experience and capacity to deliver services related to the specific project needs. Should a firm on rotation not be able to provide services for a specific project, the next firm on rotation will be considered for project assignment.

## **ENVIRONMENTAL DOCUMENTATION**

The recommended action is not subject to CEQA because it is an activity that is excluded from the definition of a project by Section 21065 of the Public Resources Code and Section 15378(b) of the State CEQA Guidelines. The proposed action to award as-needed architectural and engineering services Contracts is an administrative activity of government, which will not result in direct or indirect changes to the environment.

## **CONTRACTING PROCESS**

On December 27, 2022, LACDA initiated a Request for Statement of Qualifications (RFSQ) process to procure the most qualified architectural and engineering firms for various LACDA projects. Notices of the RFSQ were electronically sent to 1,128 architectural and engineering firms identified from the LACDA's vendor list. Advertisements also appeared on the County WebVen and LACDA websites. As a result, the RFSQ was downloaded from the LACDA website by 83 firms.

On January 31, 2023, LACDA received 20 Statements of Qualifications (SOQs). A threshold review was performed to ensure firms met the minimum requirements outlined in the RFSQ. One SOQ did not meet the minimum requirement criteria. A committee consisting of LACDA staff evaluated 19 SOQs based on criteria described in the RFSQ, including experience of personnel, qualifications, approach to providing services and quality control. Based on the evaluation of the SOQs, the following firms were the best-

qualified to provide the required services and were selected without regard to race, creed, color, or gender: IDS Group, Inc., J.C. Chang & Associates, Inc., Egan Simon Architecture, Carde Ten Architects, John T. Chan Architects, Inc., LOC Architects, Inc., Lewis Schoepfle Architects, Radar, Inc., Swift Lee Office, Inc, and Emar Studio for Public Architecture.

The term of each consultant services agreement shall commence on the date of the full execution of the contract and shall extend for a period of five years from such commencement date, plus two one-year extension options for each firm. The expiration of each of the consultant services agreements is subject to the following condition: if a Work Order is issued by the LACDA prior to the expiration of the fifth (5th) year Contract period, then the Contract term shall be automatically extended solely to allow the original scope of such Work Order to be completed.

The Summary of Outreach Activities is provided as Attachment A.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will allow for architectural and engineering services and other related services for various LACDA projects and allow for continued maintenance, repair and refurbishment of public infrastructure and private commercial buildings.

Respectfully submitted,



EMILIO SALAS  
Executive Director

ES:LJ:kl

Enclosures

## ATTACHMENT A

### SUMMARY OF OUTREACH ACTIVITIES

#### REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) FOR AS-NEEDED ARCHITECTURAL AND ENGINEERING SERVICES

On December 27, 2022, the following RFSQ was initiated to solicit the most qualified firms to provide architectural and engineering services for various LACDA projects.

A. Advertising

Beginning on December 27, 2022, announcement of the RFSQ was posted and were electronically sent to 1,128 architectural and engineering firms identified from the LACDA's vendor list. Advertisements also appeared on the County WebVen and LACDA websites. As a result, the RFSQ was downloaded from the LACDA website by 83 firms.

B. Pre-Statement of Qualifications (SOQs) Conference

On January 10, 2023, 47 firms attended the mandatory pre-proposal conference to address questions about the RFSQ format, submittal requirements and scope of various projects.

C. Statement of Qualifications

On January 31, 2023, a total of 20 firms submitted SOQs,

D. Review of SOQs

From February 2023 to March 2023, a threshold review was performed of the 20 SOQs received to ensure they met the minimum requirements outlined in the RFSQ. One SOQ did not meet the minimum requirement criteria. A committee, consisting of LACDA staff, evaluated 19 SOQs that met the minimum requirements in accordance with the evaluation process identified in the RFSQ. The evaluation was based on experience and personnel qualifications, approach to providing services and quality control. Based on the evaluation of the SOQs, the following firms were selected:

E. Minority Participation– Firms Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Carde Ten Architects	Minority Certified LSBE	Total: 8
Egan Simon Architecture	Non-Minority	Total: 8
Emar Studio for Public Architecture	Minority	Total: 1
IDS Group, Inc.	Non-Minority	Total: 73
J.C. Chang & Associates, Inc.	Non-Minority	Total: 35
John T. Chan Architects, Inc.	Minority Certified LSBE	Total: 17
LOC Architects, Inc.	Minority	Total: 6
Lewis Schoeplein Architects	Minority/Female Certified LSBE	Total: 8
RADAR, Inc.	Minority/Female	Total: 6
Swift Lee Office, Inc.	Minority/Female	Total: 6

F. Minority Participation – Firms Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
AUX Architecture	Non-Minority	Total: 34
BFK Architecture	Non-Minority Certified LSBE	Total: 1
Bricolage	Minority/Female	Total: 8
Gruen Associates	Minority	Total: 75
JPark Architects	Minority	Total: 9
Kaplan Chen Kaplan	Non-Minority	Total: 8
R.S. Herman Architects	Non-Minority	Total: 7

SAE Partners Inc.	Non-Minority	Total: 4
Studio Nova A Architects	Non-Minority	Total: 1

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 vendor list; and mailing information to associations representing minorities and women.

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