

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: October 26, 2021

CAO File No. 0220-00540-1574

Council File No. 21-1204

Council District: Citywide

To: The Mayor
The Council

From: *Yolanda Chavez*
for Matthew W. Szabo, City Administrative Officer

Reference: Community Investment for Families Department transmittal dated October 6, 2021; Received by the City Administrative Officer on October 19, 2021; Additional Information Received through October 25, 2021

Subject: **REQUEST FOR AUTHORITY TO APPROVE THE 2021 COMMUNITY SERVICES BLOCK GRANT (CSBG) AWARD AND RELATED ACTIONS AND ACCEPT AN ADDITIONAL CSBG CARES SUPPLEMENTAL FUNDING ALLOCATION FOR THE 2020 CSBG AWARD**

RECOMMENDATIONS

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

1. Authorize the General Manager of the Community Investment for Families Department (CIFD), or designee, to:
 - a. Accept the 2021 Community Services Block Grant (CSBG) award in the amount of \$6,825,245 (Contract No. 21F-4022) and the 2021 CSBG Discretionary award in the amount of \$28,250 (Contract No. 21F-4423) from the State of California, Department of Community Services and Development (CSD) on behalf of the City;
 - b. Execute and return to CSD the signed CSBG Contract Nos. 21F-4022 and 21F-4423 with the required supporting documentation, subject to review by the City Attorney as to form and legality;
 - c. Execute any subsequent amendments to the CSBG Contract Nos. 21F-4022 and 21F-4423, subject to review by the City Attorney as to form and legality;
 - d. Accept an additional allocation of \$40,370 to the previously approved and executed 2020 CSBG Coronavirus Aid, Relief and Economic Security (CARES) award (Contract No. 20F-3661) in accordance with Council File No. 20-0918; and,
 - e. Prepare Controller instructions or technical corrections as necessary to the

transactions included in this report to implement Mayor and Council intentions, subject to the approval of the City Administrative Officer, and request the Controller to implement these instructions.

2. Authorize the General Manager of the Los Angeles Housing Department, or designee, to execute an amendment to City Contract No. C-131043 with Bitfocus for the continued provision of case management database services and to authorize a new fee schedule to increase the compensation amount by \$4,650, subject to the review and approval of the City Attorney as to form and legality, and compliance with the City's contracting requirements;
3. Adopt Recommendations B through E, G, and H of the related CIFI transmittal, dated October 6, 2021.

SUMMARY

The Community Investment for Families Department (CIFI) requests authority for various items related to the Community Services Block Grant (CSBG) awards from the California Department of Community Services and Development (CSD). This includes the authority to: 1) accept the 2021 CSBG award in the amount of \$6,811,273 to fund the FamilySource Center (FSC) Program; 2) accept the 2021 CSBG Discretionary award in the amount of \$28,250 to support capacity building training for service providers and a case management system; and, 3) execute CSBG Contract Nos. 21F-4022 and 21F-4423 and any subsequent amendments with CSD for the program year January 1, 2021 through May 31, 2022; and, 4) accept an additional allocation of \$40,370 in 2020 CSBG Coronavirus Aid, Relief and Economic Security (CARES) funds to further support the FSC program.

The CIFI also requests approval of the proposed distribution of the 2021 CSBG funds across program delivery and administrative costs. The proposed breakdown is as follows:

Summary of Proposed CSBG Funding for Program Delivery and Administrative Costs

Budget Line Item	Funding
<i>Program Delivery Costs</i>	
FamilySource Centers	\$ 4,686,302
Program Subtotal	4,686,302
<i>Administrative Costs</i>	
Direct Salary Costs	1,159,104
Fringe Benefits	510,584
Operating Expenses	146,502
Contractual Services	55,000
Related Costs (CAP 41)	267,753
Administrative Subtotal	\$2,138,943
TOTAL	\$ 6,825,245

The Community Action Board (CAB), a citizen oversight board that advises the Mayor and Council

on issues related to CSBG and oversees CIFD programs funded by CSBG, approved the acceptance of the 2021 CSBG award, the planned use of funds, and the execution of the agreement on December 3, 2020. The CIFD reports that acceptance of the grant will allow for the continuation of services provided by the FSC Program from January 1, 2021 through May 31, 2022. The FSC Program is further supported by the General Fund allocation included in the 2021-22 Budget and Community Development Trust Fund allocation included in the approved 47th Program Year Action Plan of the Consolidated Plan.

The CIFD also requests authority for the Los Angeles Housing Department (LAHD) to execute an amendment to City Contract No. C-131043 with Bitfocus for the continued provision of case management database services and to authorize a new fee schedule. Bitfocus provides case management system services for both the Housing Opportunities for Persons with HIV/AIDS Program administered by LAHD and the FSC programs administered by CIFD. The Mayor and Council authorized the LAHD, formerly known as the Housing and Community Investment Department, to execute a proposed fourth amendment with Bitfocus to increase the compensation by \$155,000 and extend the contract term by one year from October 1, 2021 through September 30, 2022 (C.F. 20-1433). Subsequent to the Mayor and Council approval, the contractor notified the LAHD of an increased cost for case management database services in the amount of \$4,650. The CIFD indicates that it will support the increased cost and reimburse the LAHD for its shared use of the contract.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The proposed grant activities will be fully funded by the California Department of Community Services and Development 2021 Community Services Block Grant awards, which will fund expenses incurred for the FamilySource Center Program.

FINANCIAL POLICIES STATEMENT

The recommendations in this report comply with the City's Financial Policies.

MWS:MOF:02220052c