

ITEM NO. 6

CITY OF HUNTINGTON PARK

Public Works Department
City Council Agenda Report



October 20, 2020

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL OF AWARD OF CONTRACT FOR PROJECT APPROVAL AND ENVIRONMENTAL DESIGN OF CIP 2018-11 ATP CYCLE IV PROJECT NO. ATPL-5150(014)

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Award the design of Project Approval and Environmental Design of CIP 2018-11 ATP Cycle IV Project No. ATPL-5150(014) to West & Associates for a not-to-exceed fee of \$32,000; and
2. Authorize the City Manager to execute the professional services agreement.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

At the September 1, 2020 City Council meeting, the City Council authorized staff to solicit proposals for the Project Approval and Environmental Design (PA&ED) of CIP 2018-11 ATP Cycle IV Project No. ATPL-5150(014) (Project). The proposed project will create a system of complete streets boulevards on east/west connector streets, along with one north/south boulevard. The complete streets boulevards will include Class III bicycle routes, sharrows, signage, bike boxes, and curb bulbouts. These will be complemented with pedestrian safety and mobility enhancements, including sidewalk improvements, signal modifications, and zebra crosswalks. The boulevards are located along the length of Gage Avenue, Saturn Avenue, Florence Avenue and Miles Avenue. The pedestrian focus area is on Pacific Boulevard, Santa Fe Avenue and Florence Avenue.

The PA&ED constructability review assures that all of the alternatives and the proposed preferred alternative are constructible on the available level of detail. This review is particularly important during consultation with the California Environmental Quality Act (CEQA) that establishes project limits or place specific mitigation requirements on the

CONSIDERATION AND APPROVAL OF AWARD OF CONTRACT FOR PROJECT APPROVAL AND ENVIRONMENTAL DESIGN OF CIP 2018-11 ATP CYCLE IV PROJECT NO. ATPL-5150(014)

October 20, 2020

Page 2 of 3

project. The constructability review includes the review of the proposed work plan, schedule, environmental requirements, and construction impacts.

On September 4, 2020, the City Clerk's Office published the RFP in the local newspaper of general circulation and Public Work' posted the RFP on the City's website and other forms of electronic media. The RFP provided the guidance expected of professional engineering firms that perform similar type work.

The City solicited proposals from qualified firms and the date to submit proposals was September 30, 2020. The City received two proposals.

1. West & Associates: \$32,000
2. Infrastructure Engineers: \$49,844

City staff has relayed that engineering support from an outside consultant is necessary to accomplish the design of the environmental phase of the Project. Based on the need to commence this phase of the design, it is staff's recommendation to award the design proposal to West & Associates.

LEGAL REQUIREMENT

Congress adopted the Brooks Act (P.L. 92-582), requiring the use of Qualifications-Based Selection (QBS) for the procurement of architect and engineering services. The use of QBS ensures that taxpayers receive highly technical architect and engineering services from the most experienced and most qualified firms at a fair and reasonable cost. California's QBS requirements can be found at Government Code sections 4525 et seq., also known as the Mini Brooks Act. City is awarding West & Associates with the professional services agreement based on demonstrating competence and qualifications for this type of services.

FISCAL IMPACT/FINANCING

At its regularly scheduled meeting of June 30, 2020, the California Transportation Commission (CTC) allocated funding in the amount of \$58,000. A local City match is not required. West & Associates has submitted a proposal and a fee schedule for a not-to-exceed fee of \$32,000. Funds were appropriated in the Fiscal Year 2020-2021 Capital Improvement Program Budget in account number 202-8080-431.73-10. This amount is reimbursable from Caltrans.

CONCLUSION

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,

**CONSIDERATION AND APPROVAL OF AWARD OF CONTRACT FOR PROJECT
APPROVAL AND ENVIRONMENTAL DESIGN OF CIP 2018-11 ATP CYCLE IV
PROJECT NO. ATPL-5150(014)**

October 20, 2020

Page 3 of 3



RICARDO REYES
City Manager



CESAR ROLDAN
Director of Public Works

ATTACHMENT(S)

- A. West & Associates CIP No. 2018-11 ATP Cycle IV PSA
- B. Infrastructure Engineers' Proposal

ATTACHMENT A



PROFESSIONAL SERVICES AGREEMENT

Project Approval and Environmental Design of CIP 2018-11 ATP Cycle IV
Project No. ATPL-5150(014)

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this **20th day of October 2020**, (hereinafter, the "Effective Date"), by and between the CITY OF HUNTINGTON PARK, a municipal corporation ("CITY") and **WEST & ASSOCIATES ENGINEERING, INC.** (hereinafter, "CONSULTANT"). For the purposes of this Agreement CITY and CONSULTANT may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONSULTANT interchangeably.

Nd

RECITALS

This AGREEMENT is made and entered into with respect to the following facts:

WHEREAS, on October 20, 2020, the Huntington Park City Council at its Regular Meeting approved the Professional Services Agreement to the CONSULTANT to provide Project Approval and Environmental Design of CIP 2018-11 ATP Cycle IV Project No. ATPL-5150(014); and

WHEREAS, CONSULTANT represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and skill of its principals and employees; and

WHEREAS, CONSULTANT further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement; and

WHEREAS, the execution of this Agreement was approved by the Huntington Park City Council at its Regular Meeting of October 20, 2020.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, CITY and CONSULTANT agree as follows:

I.
ENGAGEMENT TERMS

- 1.1 SCOPE OF SERVICES: Subject to the terms and conditions set forth in this Agreement and all exhibits attached and incorporated hereto, CONSULTANT agrees to perform the services and tasks set forth in that certain document entitled "Scope of Services" and attached hereto as **Exhibit "A"** (hereinafter referred to as the "**Scope of Services**"). CONSULTANT further agrees to furnish to CITY all labor, materials, tools, supplies, equipment, services, tasks and work necessary to competently perform and timely complete the services and tasks as set forth in the Scope of Services. For the purposes of this Agreement the aforementioned services and tasks set forth in the Scope of Services shall hereinafter be referred to generally by the capitalized term "Work."
- 1.2 TERM: This Agreement shall have an initial term of one (1) year commencing from the Effective Date unless terminated as provided elsewhere in this Agreement (hereinafter, the "Term"). Nothing in this Section shall operate to prohibit or otherwise restrict the CITY's ability to terminate this Agreement at any time for convenience or for cause as further set out herein.
- 1.3 COMPENSATION: During the term of this Agreement and any extension term provided herein, CONSULTANT shall perform the Services set forth in Section 1.2 above, for a not-to-exceed fee of \$32,000, included in the proposal reflected in **Exhibit "A"**. CONSULTANT shall not exceed the Contract Price unless such added expenditure is first approved by the CITY Council acting in consultation with the City Manager. In the event CONSULTANT's charges are projected to exceed the Contract Price prior to the expiration of the Term or any single extension term, CITY may suspend CONSULTANT's performance of any additional Work outside the Work as defined in Exhibit A, pending CITY approval of any anticipated expenditures in excess of the Contract Price or any other CITY-approved amendment to the compensation terms of this Agreement.
- 1.4 PAYMENT OF COMPENSATION: On the first of each month, CONSULTANT shall submit to CITY an itemized invoice for that month's Base Fee and indicating the additional services and tasks performed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. If the amount of CONSULTANT's monthly compensation is a function of hours worked by CONSULTANT's personnel, the invoice shall indicate the number of hours worked in the recently concluded calendar month, the persons responsible for performing the Work, the rate of compensation at which such services and tasks were performed, the subtotal for each task and service performed and a grand total for all services performed. Within thirty (30) calendar days of receipt of each invoice, CITY shall pay any undisputed amounts. Within thirty (30) calendar days of receipt of each invoice, CITY shall notify CONSULTANT in writing of any disputed amounts included in the invoice. CITY shall not withhold

applicable taxes or other authorized deductions from payments made to CONSULTANT.

- 1.5 ACCOUNTING RECORDS: CONSULTANT shall maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. CITY shall have the reasonable right to access and examine such records, without charge. CITY shall own and further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.
- 1.6 ABANDONMENT BY CONSULTANT: In the event CONSULTANT ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all tasks set forth in the Scope of Services, CONSULTANT shall deliver to CITY immediately and without delay, all written materials, including any electronic communications, records and other work product prepared or obtained by CONSULTANT in the performance of this Agreement. Furthermore, CONSULTANT shall only be compensated for the reasonable value of the services, tasks and other work performed up to the time of cessation or abandonment, less a deduction for any damages, costs or additional expenses which CITY may incur as a result of CONSULTANT's cessation or abandonment.

II.

PERFORMANCE OF AGREEMENT

- 2.1 CITY'S REPRESENTATIVES: The CITY hereby designates the City Manager (hereinafter, the "CITY Representative") to act as its representative for the performance of this Agreement. The City Manager shall be the chief CITY Representative. The CITY Representative or their designee shall act on behalf of the CITY for all purposes under this Agreement. CONSULTANT shall not accept directions or orders from any person other than the CITY Representative or their designee.
- 2.2 CONSULTANT REPRESENTATIVE: CONSULTANT hereby designates Phillip West to act as its representative for the performance of this Agreement (hereinafter, "CONSULTANT Representative"). CONSULTANT Representative shall have full authority to represent and act on behalf of the CONSULTANT for all purposes under this Agreement. CONSULTANT Representative or his designee shall supervise and direct the performance of the Work, using his professional skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the CONSULTANT Representative shall constitute notice to CONSULTANT. CONSULTANT may, by written notice to CITY, advise CITY of any change in CONSULTANT Representative.
- 2.3 COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS: CONSULTANT agrees to work closely with CITY staff in the performance of the

Work and this Agreement and shall be available to CITY staff and the CITY Representatives at all reasonable times. All work prepared by CONSULTANT shall be subject to inspection and approval by CITY Representatives or their designees.

2.4 STANDARD OF CARE; PERFORMANCE OF EMPLOYEES: CONSULTANT represents, acknowledges and agrees to the following:

- A. CONSULTANT shall perform all Work skillfully, competently and in accordance with industry standards of CONSULTANT's profession;
- B. CONSULTANT shall perform all Work in a manner in accordance with this Agreement;
- C. CONSULTANT shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*);
- D. CONSULTANT understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;
- E. All of CONSULTANT's employees and agents possess sufficient skill, knowledge, training and experience to perform those services and tasks assigned to them by CONSULTANT; and
- F. Except as otherwise set forth in this Agreement, all of CONSULTANT's employees and agents (including but not limited to subCONSULTANTS and subconsultants) possess all licenses, permits, certificates, qualifications and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications and approvals shall be maintained throughout the term of this Agreement and made available to CITY for copying and inspection.

The Parties acknowledge and agree that CONSULTANT shall perform, at CONSULTANT's own cost and expense and without any reimbursement from CITY, any services necessary to correct any errors or omissions caused by CONSULTANT's failure to comply with its obligation set out herein or failure on the part of CONSULTANT's employees, agents, CONSULTANTS, subCONSULTANTS and subconsultants to fulfill its obligations herein. Such effort by CONSULTANT to correct any errors or omissions shall be commenced as soon as reasonably practicable upon their discovery or notice by either Party and shall be completed within seven (7) calendars days from the date of discovery or such other extended period of time authorized by the CITY Representatives in writing, in accordance with applicable industry standards. The Parties acknowledge and agree that CITY's acceptance of any work performed by CONSULTANT or on CONSULTANT's behalf shall not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand and agree that CITY has relied upon the foregoing representations of CONSULTANT, including but not limited to the representation that CONSULTANT possesses the skills, training, knowledge and experience

necessary to perform the Work skillfully, competently and in accordance with applicable industry standards of CONSULTANT's profession.

2.5 ASSIGNMENT: The skills, training, knowledge and experience of CONSULTANT are material to CITY's willingness to enter into this Agreement. Accordingly, CITY has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by CONSULTANT or on behalf of CONSULTANT in the performance of this Agreement. In recognition of this interest, CONSULTANT agrees that it shall not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of CONSULTANT's duties or obligations under this Agreement without the prior written consent of the CITY, which consent shall not be unreasonably withheld. CITY shall have up to sixty (60) calendar days to consider any proposed assignment by CONSULTANT. CONSULTANT can withhold consent where the CITY determines that the proposed assignee does not have the financial capacity to comply with the terms of this Agreement. In the absence of CITY's prior written consent, any attempted assignment or transfer shall be ineffective, null and void and shall constitute a material breach of this Agreement.

2.6 CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONSULTANT: The Work shall be performed by CONSULTANT or under CONSULTANT's strict supervision. CONSULTANT will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. CITY retains CONSULTANT on an independent CONSULTANT basis and not as an employee. CONSULTANT reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with CONSULTANT's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of CITY's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of CONSULTANT are not employees of CITY and shall at all times be under CONSULTANT's exclusive direction and control. CONSULTANT shall pay all wages, salaries and other amounts due such personnel and shall assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. CONSULTANT shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation insurance and the like.

2.7 REMOVAL OF EMPLOYEES OR AGENTS: If any of CONSULTANT's officers, employees, agents, CONSULTANTs, subCONSULTANTs or subconsultants is determined by the CITY Representatives to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to CONSULTANT, a threat to persons or property, or if any of CONSULTANT's officers, employees, agents, CONSULTANTs, subCONSULTANTs or subconsultants fail or refuse to perform the Work in accordance with this Agreement, such officer, employee, agent, CONSULTANT, subCONSULTANT or subconsultant shall be promptly removed by CONSULTANT and shall not be reassigned to perform any of the Work.

2.8 COMPLIANCE WITH LAWS: CONSULTANT shall keep itself informed of and in compliance with all applicable federal, State or local laws to the extent such laws control or otherwise govern the performance of the Work. CONSULTANT's compliance with applicable laws shall include without limitation compliance with all applicable Cal/OSHA requirements. To the extent that any changes in applicable law result in an increase in CONSULTANT's cost of performance, the Parties shall negotiate in good faith to reach a mutually agreeable price adjustment. Should the Parties fail to reach such an agreement within 30 days (or such other agreeable time period) of CONSULTANT's notice to CITY of its increased cost of performance, either Party may terminate this Agreement upon 60 days' written notice.

(a) In the event that water treatment violations occur following the effective date of this Agreement, subject to Sub-Section (b) below and the applicable Force Majeure provisions, the CONSULTANT shall, in respect of violations that may be imposed by Applicable Law and to the extent due to CONSULTANT's fault, be responsible for: fines, penalties, or damages. Prior to settlement or payment of any such fines, penalties or damages, the CONSULTANT reserves the right to contest government or private actions, suits or proceedings for violations through administrative procedures or otherwise.

(b) To the extent that violations of applicable laws, rules, regulations or permits are caused by failures in the facilities or causes beyond CONSULTANT's control, including the CITY's failure to approve recommended repairs or maintenance, CONSULTANT will use its professional efforts to maximize performance of the Facilities but shall not be responsible for associated violations or damages, fines or penalties which result.

2.9 NON-DISCRIMINATION: In the performance of this Agreement, CONSULTANT shall not discriminate against any employee, subCONSULTANT, subconsultant, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability or medical condition.

2.10. INDEPENDENT CONSULTANT STATUS: The Parties acknowledge, understand and agree that CONSULTANT and all persons retained or employed by CONSULTANT are, and shall at all times remain, wholly independent CONSULTANTS and are not officials, officers, employees, departments or subdivisions of CITY. CONSULTANT shall be solely responsible for the negligent acts and/or omissions of its employees, agents, CONSULTANTS, subCONSULTANTS and subconsultants. CONSULTANT and all persons retained or employed by CONSULTANT shall have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, CITY, whether by contract or otherwise, unless such authority is expressly conferred to CONSULTANT under this Agreement or is otherwise expressly conferred by CITY in writing.

2.11 CITY RESPONSIBILITIES: During the term of this Agreement, the CITY shall:

a) obtain and maintain all state, federal, and local permits and licenses required for ownership, operation and maintenance of the Facilities,

including without limitation, the CITY's Permits;

- c) comply with Applicable Law relating to the management, ownership, operation, maintenance, repair and replacement of the Facilities (to the extent that the responsibility of complying with those laws is not specifically assumed by the CONSULTANT under this Agreement). The CONSULTANT shall not be responsible for the CITY's failure to comply with any provision of Applicable Law that is not otherwise specifically assumed by the CONSULTANT hereunder.

III. INSURANCE

3.1 DUTY TO PROCURE AND MAINTAIN INSURANCE: Prior to the beginning of and throughout the duration of the Work, CONSULTANT will procure and maintain policies of insurance that meet the requirements and specifications set forth under this Article. CONSULTANT shall procure and maintain the following insurance coverage, at its own expense:

- A. Commercial General Liability Insurance: CONSULTANT shall procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001) or its equivalent. Such CGL Coverage shall have minimum limits of no less than Two Million Dollars (\$2,000,000.00) per occurrence and Four Million Dollars (\$4,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.
- B. Automobile Liability Insurance: CONSULTANT shall procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto) or if CONSULTANT does not own or lease automobiles, Hired and Non-Owned Automobile Liability shall be accepted. Such Automobile Liability Insurance shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage.
- C. Workers' Compensation Insurance/ Employer's Liability Insurance: A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California. However, if the CONSULTANT has no employees, for example a sole practitioner or a partner in a firm with only contracted support staff, then Workers' Compensation is not required by the State. CONSULTANT shall the city's form stating they are either the owner of the organization or a partner and are exempt from the State's workers' compensation requirements because they have no employees and agree to hold the Entity harmless from loss or liability for such. A waiver must be signed.

3.2 ADDITIONAL INSURED REQUIREMENTS: The CGL Coverage and the Automobile Liability Insurance shall contain an endorsement naming the CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers as additional insureds.

- 3.3 The Entity, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONSULTANT including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONSULTANT's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).
- 3.4 REQUIRED CARRIER RATING: All varieties of insurance required under this Agreement shall be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under this Article, all required insurance shall be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than A:VII. CITY may also accept policies procured by insurance carriers with a Standard & Poor's rating of no less than BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representatives are authorized to authorize lower ratings than those set forth in this Section.
- 3.5 PRIMACY OF CONSULTANT'S INSURANCE: All policies of insurance provided by CONSULTANT (except Professional Liability and Workers' Compensation) shall be primary to any coverage available to CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers. Any insurance or self-insurance maintained by CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers shall be in excess of CONSULTANT's insurance and shall not contribute with it.
- 3.6 WAIVER OF SUBROGATION: All insurance coverage provided pursuant to this Agreement shall not prohibit CONSULTANT or CONSULTANT's officers, employees, agents, subCONSULTANTS or subconsultants from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY.
- 3.7 VERIFICATION OF COVERAGE: CONSULTANT acknowledges, understands and agrees, that CITY's ability to verify the procurement and maintenance of the insurance required under this Article is critical to safeguarding CITY's financial well-being and, indirectly, the collective well-being of the residents of the CITY. Accordingly, CONSULTANT warrants, represents and agrees that it shall furnish CITY with original certificates of insurance and endorsements evidencing the coverage required under this Article. **The certificates of insurance and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf.** All certificates of insurance and endorsements shall be received and approved by CITY as a condition precedent to CONSULTANT's commencement of any work or any of the Work. Upon CITY's written request, CONSULTANT shall also provide CITY with certified copies of all required insurance policies and endorsements.

IV.
INDEMNIFICATION

- 4.1 The Parties agree that CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "CITY Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to this Agreement subject to Paragraph 4.2 and 4.3. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the CITY Indemnitees with protection as set forth herein and to the extent possible under the law. CONSULTANT acknowledges that CITY would not enter into this Agreement in the absence of CONSULTANT's commitment to indemnify, defend and protect CITY as set forth herein.
- 4.2 Work of CONSULTANT's Design Professionals Services: The duty to indemnify and hold harmless as set forth under this subsection shall apply to the negligence, recklessness or willful misconduct of any individual who qualifies as a "design professional" within the meaning of subsection (c)(2) of section 2782.8 of the California Civil Code in so far as such negligence, recklessness or willful misconduct occurs in the performance work or activities that must be performed by a "design professional." Subject to the limitation of the preceding sentence, to the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless the CITY Indemnitees, defined above, from and against any and all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) to the extent caused by the negligence, recklessness, or willful misconduct of CONSULTANT or any of CONSULTANT's officers, employees, servants, agents, CONSULTANTS, subCONSULTANTS or authorized volunteers or any other person or entity for whom CONSULTANT is legally liable in the performance of design professional services under this Agreement. The Parties understand and agree that the duty of CONSULTANT to indemnify and hold harmless pursuant to this subsection does not include an upfront duty to defend. CONSULTANT will reimburse the CITY Indemnitees' reasonably incurred defense fees and costs to the extent they are determined to have been caused by the negligence, recklessness or willful misconduct of CONSULTANT, or as the parties otherwise agree in settlement. CONSULTANT's obligation to indemnify does not apply to the extent that it is finally adjudicated that the liability was caused by the active negligence or willful misconduct of an indemnified party. If it is finally adjudicated that liability is caused by the comparative active negligence or willful misconduct of an indemnified party, then CONSULTANT's indemnification obligation shall be in proportion to the established comparative liability.
- 4.3 Work of All Other Persons/Non-Design Professionals: Except as otherwise provided under Section 4.2 of this Article, above, to the fullest extent permitted by law, CONSULTANT shall indemnify, defend and hold harmless the CITY Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other reasonable costs and fees of litigation) of every nature to the extent caused by CONSULTANT's negligent performance under this Agreement, including but not limited to the negligent acts, errors or omissions of CONSULTANT or CONSULTANT's officers, employees,

agents, servants, CONSULTANTs, subCONSULTANTs or subconsultants or the failure of the same to comply with any of the duties, obligations or standards of care set forth herein. The duty to indemnify, defend and hold harmless under this subsection shall not encompass a duty to indemnify, defend or hold harmless for liability, loss, suit, damage, expense, or cost to the extent caused by the negligence or willful misconduct of any or all of the City Indemnitees. The duty to indemnify, defend and hold harmless as set forth under this subsection is intended to encompass liabilities, losses, damages, expense and costs not otherwise subject to subsection 4.2, above.

- 4.4 CITY shall have the right to offset against the amount of any compensation due CONSULTANT under this Agreement any amount due CITY from CONSULTANT as a result of CONSULTANT's failure to pay CITY promptly any indemnification arising under this Article and related to CONSULTANT's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 4.5 The obligations of CONSULTANT under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives its statutory immunity under such statutes or laws as to CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers.
- 4.6 CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Article from each and every subCONSULTANT or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT acknowledges that its obligations under Sections 4.2 and 4.3 apply.
- 4.7 CITY does not, and shall not, waive any rights that it may possess against CONSULTANT because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.
- 4.8 This Article and all provisions contained herein (including but not limited to the duty to indemnify, defend and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the CITY may have at law or in equity.

V. TERMINATION

- 5.1 TERMINATION WITHOUT CAUSE: Except for the first two years of this Agreement, either Party may, by written notice to the other, immediately terminate this Agreement at any time for convenience and without cause by giving written notice to Consultant of such termination, which notice shall specify the effective date of such termination, which effective date shall not be less than 90 days from the

written notice. Upon such termination for convenience, CONSULTANT shall be compensated only for those services and tasks which have been performed by CONSULTANT up to the effective date of the termination. If this Agreement is terminated as provided herein, CITY may require CONSULTANT to provide all finished or unfinished Documents and Data, as defined in Section 6.1 below, and other information of any kind prepared by CONSULTANT in connection with the performance of the Work. CONSULTANT shall be required to provide such Documents and Data within fifteen (15) calendar days of CITY's written request. No actual or asserted breach of this Agreement on the part of CITY pursuant to Section 5.2, below, shall operate to prohibit or otherwise restrict CITY's ability to terminate this Agreement for convenience as provided under this Section.

5.2 EVENTS OF DEFAULT; BREACH OF AGREEMENT:

- A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") shall occur. For all Events of Default, the Party alleging an Event of Default shall give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which shall specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default shall be cured, which shall not be less than the applicable cure period set forth under Sections 5.2.B and 5.2C below or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default shall constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.
- B. CONSULTANT shall cure the following Events of Defaults within the following time periods:
- i. Within three (3) business days of CITY's issuance of a Default Notice for any failure of CONSULTANT to timely provide CITY or CITY's employees or agents with any information and/or written reports, documentation or work product which CONSULTANT is obligated to provide to CITY or CITY's employees or agents under this Agreement. Prior to the expiration of the 3-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 3-day cure period. The foregoing notwithstanding, CITY shall be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2 B.i. that exceeds seven (7) calendar days from the end of the initial 3-day cure period; or
 - i. Within thirty (30) calendar days of CITY's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 30-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default

cannot be reasonably cured within the 30-day cure period. The foregoing notwithstanding, CITY shall be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.ii that exceeds thirty (30) calendar days from the end of the initial 30-day cure period.

In addition to any other failure on the part of CONSULTANT to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of Default on the part of CONSULTANT shall include, but shall not be limited to the following: (i) CONSULTANT's refusal or failure to perform any of the services or tasks called for under the Scope of Services; (ii) CONSULTANT's failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (iii) CONSULTANT's and/or its employees' disregard or violate any federal, state, local law, rule, procedure or regulation; (iv) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to CONSULTANT, whether voluntary or involuntary; (v) CONSULTANT's refusal or failure to perform or observe any material covenant, condition, obligation or provision of this Agreement; and/or (vi) CITY's discovery that a statement representation or warranty by CONSULTANT relating to this Agreement is false, misleading or erroneous in any material respect.

- C. CITY shall cure any Event of Default asserted by CONSULTANT within forty-five (45) calendar days of CONSULTANT's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, CITY may submit a written request for additional time to cure the Event of Default upon a showing that CITY has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONSULTANT as provided under Section 1.4, above, shall be cured by CITY within five (5) calendar days from the date of CONSULTANT's Default Notice to CITY.
- D. Either Party may also immediately suspend performance under this Agreement pending the Defaulting Party's cure of any Event of Default by giving said Party written notice of the Party's intent to suspend performance (hereinafter, a "Suspension Notice"). A Party may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, CONSULTANT shall be compensated only for those services and tasks which have been rendered by CONSULTANT in accordance with this Agreement up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of CITY shall operate to prohibit or otherwise restrict CITY's ability to suspend this Agreement as provided herein.
- E. No waiver of any Event of Default or breach under this Agreement shall constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

- F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to CITY at law or under this Agreement in the event of any breach of this Agreement, CITY, in its sole and absolute discretion, may also pursue any one or more of the following remedies:
- i. Upon a thirty (30) day written notice to CONSULTANT, the CITY may terminate this Agreement in whole or in part;
 - ii. Upon written notice to CONSULTANT, the CITY may extend the time of performance;
 - iii. The CITY may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for CONSULTANT's breach of the Agreement or to terminate the Agreement; or
 - iv. The CITY may exercise any other available and lawful right or remedy.
- G. In the event CITY is in breach of this Agreement, CONSULTANT's sole remedy shall be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to CONSULTANT under this Agreement for completed services and tasks.

5.3 SCOPE OF WAIVER: No waiver of any default or breach under this Agreement shall constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

5.4 SURVIVING ARTICLES, SECTIONS AND PROVISIONS: The termination of this Agreement pursuant to any provision of this Article or by normal expiration of its term or any extension thereto shall not operate to terminate any Article, Section or provision contained herein which provides that it shall survive the termination or normal expiration of this Agreement.

VI. MISCELLANEOUS PROVISIONS

6.1 DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY: So long as CONSULTANT has been paid pursuant to this Agreement for the Work resulting in such Documents and Data, all Documents and Data shall be and remain the property of CITY without restriction or limitation upon their use or dissemination by CITY. For purposes of this Agreement, the term "Documents and Data" means and includes all materials, equipment, reports, analyses, correspondence, plans, drawings, designs, renderings, specifications, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of CONSULTANT in the

performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no additional cost to CITY, a perpetual license for CITY to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. CONSULTANT shall require all subCONSULTANTS and subCONSULTANT working on behalf of CONSULTANT in the performance of this Agreement to agree in writing that CITY shall be granted the same right to copy, use, reuse, disseminate and retain Documents and Data prepared or assembled by any subCONSULTANT or subCONSULTANT as applies to Documents and Data prepared by CONSULTANT in the performance of this Agreement. CITY acknowledges that the Documents and Data are intended solely in connection with the Project for which they were prepared, and should the CITY reuse or modify them without CONSULTANT'S consent, it does so at its sole risk.

6.2 **CONFIDENTIALITY:** All data, documents, discussion, or other information developed or received by CONSULTANT or provided for performance of this Agreement are deemed confidential and shall not be disclosed by CONSULTANT without prior written consent by CITY. CITY shall grant such consent if disclosure is legally required. Upon request, all CITY data shall be returned to CITY upon the termination or expiration of this Agreement. CONSULTANT shall not use CITY's name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of CITY.

6.3 **FALSE CLAIMS ACT:** CONSULTANT warrants and represents that neither CONSULTANT nor any person who is an officer of, in a managing position with, or has an ownership interest in CONSULTANT has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.

6.4 **NOTICES:** All notices permitted or required under this Agreement shall be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

CONSULTANT:
West & Associates
Engineering, Inc.
78 Anacapa Court
Foothill Ranch, CA 92610
Phone: 949.716.7670
Attn: Phillip West,
Principal/President
mailto:philw@westaeng.com

CITY:
City of Huntington Park
Public Works
6550 Mile Avenue
Huntington Park, CA 90255
Attn: Ricardo Reyes, City Manager
Phone: (323) 582-6161

Such notices shall be deemed effective when personally delivered or successfully transmitted by facsimile as evidenced by a fax confirmation slip or when mailed, forty-eight (48) hours after deposit with the United States Postal Service, first class postage prepaid and addressed to the Party at its applicable address.

- 6.5 COOPERATION; FURTHER ACTS: The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as is reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.
- 6.6 SUBCONTRACTING: CONSULTANT shall not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of CITY. Subcontracts (including without limitation subcontracts with subCONSULTANTS), if any, shall contain a provision making them subject to all provisions stipulated in this Agreement with the exception of provisions relating to insurance requirements and indemnification.
- 6.7 CITY'S RIGHT TO EMPLOY OTHER CONSULTANTS: CITY reserves the right to employ other CONSULTANTS in connection with the various projects worked upon by CONSULTANT.
- 6.8 PROHIBITED INTERESTS: CONSULTANT warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for CONSULTANT, to solicit or secure this Agreement. Further, CONSULTANT warrants and represents that it has not paid nor has it agreed to pay any company or person, other than a *bona fide* employee working solely for CONSULTANT, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of CITY, during the term of his or her service with CITY, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 6.9 TIME IS OF THE ESSENCE: Time is of the essence for each and every provision of this Agreement.
- 6.10 GOVERNING LAW AND VENUE: This Agreement shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, the venue, without exception, shall be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, shall be in the Central District of California located in the City of Los Angeles, California.
- 6.11 ATTORNEYS' FEES: If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation shall be entitled to have and

recover from the losing Party reasonable attorneys' fees and all other costs of such action.

- 6.12 SUCCESSORS AND ASSIGNS: This Agreement shall be binding on the successors and assigns of the Parties.
- 6.13 NO THIRD-PARTY BENEFIT: There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.
- 6.14 CONSTRUCTION OF AGREEMENT: This Agreement shall not be construed in favor of, or against, either Party but shall be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.
- 6.15 SEVERABILITY: If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- 6.16 AMENDMENT; MODIFICATION: No amendment, modification or supplement of this Agreement shall be valid or binding unless executed in writing and signed by both Parties, subject to CITY approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver shall be void and invalid.
- 6.17 CAPTIONS: The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limits, augment, or describe the scope, content, or intent of this Agreement.
- 6.18 INCONSISTENCIES OR CONFLICTS: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement shall control.
- 6.19 ENTIRE AGREEMENT: This Agreement including all attached exhibits is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between CITY and CONSULTANT prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to this Agreement shall be valid and binding unless in writing and duly executed by the Parties pursuant to Section 6.15, above.
- 6.20 COUNTERPARTS: This Agreement shall be executed in three (3) original counterparts each of which shall be of equal force and effect. No handwritten or typewritten amendment, modification or supplement to any one counterpart shall be valid or binding unless made to all three counterparts in conformity with Section 6.16, above. One fully executed original counterpart shall be delivered to CONSULTANT and the two remaining counterparts shall remain with the City for

archiving and day-to-day reference by the department responsible for administering the Agreement on the City's behalf.

6.21 Notwithstanding any provision to the contrary contained in this Agreement, in no event shall either party be liable for punitive damages.

6.22 **FORCE MAJEURE:** A party's performance of any obligation under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of any event of Force Majeure. In any such event, the party unable to perform shall be required to resume performance of its obligations under this Agreement upon the termination of the event or cause that excused performance hereunder. "Force Majeure" herein means an event which is beyond the reasonable control of a party, including without limitation: (a) acts of God; (b) flood, fire, earthquake, hurricane or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order or law that prevents CONSULTANT from performing its obligations as set forth in this Agreement; (e) actions, embargoes or blockades in effect on or after the date of this Agreement; (f) action by any governmental authority that prevents CONSULTANT from performing its obligations as set forth in this Agreement; (g) national or regional emergency; (h) strikes, labor stoppages or slowdowns or other industrial disturbances, other than those involving the affected parties employees;] (i) shortage of adequate power or transportation facilities.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first appearing in this Agreement, above.

CITY OF HUNTINGTON PARK:

INFRASTRUCTURE ENGINEERS

By: _____
Ricardo Reyes
City Manager

By: _____
Phillip West, Principal/President

APPROVED AS TO FORM:

By: _____
City Attorney

EXHIBIT "A"
SCOPE OF WORK
(SEE ATTACHED)

City of Huntington Park

Proposal for:

Professional Project Approval and
Environmental Design (PA&ED)
Services for CIP 2018-11 ATP Cycle IV

Project No. ATPL-5150(014)

CITY OF
HUNTINGTON PARK

September 30, 2020

Submitted by:

West & Associates Engineering, Inc.

WEST&ASSOCIATES
ENGINEERING, INC.



September 30, 2020

Cesar Roldan
Director of Public Works
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Subject: Professional Project Approval and Environmental Design (PA&ED) Services for CIP 2018-11 ATP Cycle IV

Dear Mr. Roldan:

West & Associates is pleased to submit our Proposal for the Professional Project Approval and Environmental Design (PA&ED) Services for CIP 2018-11 ATP Cycle IV for the City of Huntington Park.

We are a small firm (CA "S" Corp. - C3986570) with extensive streetscape experience which includes both street rehabilitation and street improvement projects. Overall, our team members have been involved with nearly one-hundred (100) public agency projects in their respective careers. A portion of these projects have been very similar to this particular project. For example, we have recently provided similar services for the City of Sierra Madre and the City of Rancho Santa Margarita. These projects are listed in Section 3 of this Proposal.

At this time, we understand that the project is in the "Project Initiation Phase" ("K" Phase) as defined by Chapter 5 of Volume I of Caltrans Standard Environmental Reference (SER). Further, we understand that the City has applied for Caltrans Active Transportation Program (ATP) funding for the "complete street" improvements at six (6) streets to help improve bicycle and pedestrian travel. According to a letter sent by Caltrans to the City on July 3, 2020 (Pages 37-39 of the RFP), we understand that **the City has secured \$58,000** in State Funding for Construction of this Project. This current phase of the Project essentially seeks to "Scope" the design phase of the project.

I have read, understood, and agreed to all statements in this Request for Proposal and acknowledge receipt of all addendums/amendments as well as to the terms, conditions, and attachments referenced. This proposal is valid for a period of no less than one-hundred & twenty (120) calendar days from the date of this submittal. We also acknowledge that **no addendums** have been issued for this RFP.

Thank you for this project opportunity. Please contact me if you have any questions.

Sincerely,

Phillip West, P.E., QSD/QSP
Principal/President
West & Associates Engineering, Inc.
Office: (949) 716-7670
Cell: (714) 728-8082
philw@westaeng.com

TABLE OF CONTENTS

CONTENTS

SECTION 1: COVER LETTER (1 PAGE)

SECTION 2: CONSULTANT'S BACKGROUND (1 PAGE)

SECTION 3: QUALIFICATIONS AND EXPERIENCE OF CONSULTANT'S PERSONNEL (2 PAGES)

SECTION 4: PROJECT APPROACH (2 PAGES)

SECTION 5: PROPOSED PERSONNEL*

SECTION 6: QUALITY ASSURANCE/QUALITY CONTROL (1 PAGE)

SECTION 7: REFERENCES

SECTION 8: SCHEDULE AND SCHEDULE CONTROL (1 PAGE)

SECTION 9: FEE SCHEDULE/COST PROPOSAL (1 PAGE)**

SECTION 10: COMPLIANCE WITH RFP AND CONTRACT AGREEMENT

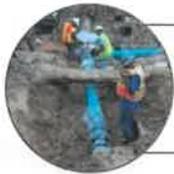
**This Section includes resumes*

***Fee is provided in a separate envelope*

SECTION 2: CONSULTANT'S BACKGROUND

Company Background

West & Associates Engineering, Inc. or simply "West & Associates" was started in 2015 by Mr. Phillip West. We provide technical consulting services to clients throughout Southern California for a broad range of services, including planning, design, and construction. In particular, we **specialize** in the following types of work:



PIPELINES

Water Mains, Sewers, Storm Drains, etc.



FACILITIES

Wells, Pumping Stations, Lift Stations, Valve Vaults, Tanks, Reservoirs, Structures, etc.



GENERAL CIVIL

Streets & Streetscapes, Grading, Parks, Parking Lots, etc.



QSD/QSP SERVICES

Including preparation and inspection of SWPPPs, WQMPS, etc.

Services Listed Include ALL Major Phases of Work:

- Planning
- Design
- Construct. Management

Other Notable Services:

- Plan Check
- Staffing Augmentation
- Specialty Studies

Nearly all of the past experience by the West project team members has been with public agencies. As such, **our focus is on public clients**. Mr. West and the project team members have experience with nearly **sixty (60)** public agencies throughout Southern California. A good portion of these clients are repeat clients that the team members have worked with over the years. Clients that Mr. West and the project team members have worked with include **Cities (44), Water Agencies (14), County Agencies (2)**.

Our Project Team members have served clients all over Southern California, regardless of the distance. In fact, we have completed services for municipal agencies which are nearly **four (4) hours away from our office**. We are versatile and able to accommodate your needs!

SECTION 2: CONSULTANT'S BACKGROUND

Subconsultants

Sub-consultants will help provide technical input and obtain field data outside of the services of West & Associates and will add to the overall quality of services provided by our team. We also have experience working with other sub-consultants should there be any schedule backlog. A brief description of our sub-consultants is provided below:

Geotechnical (Pavement Coring) Services:

Earth Systems, Inc.,

2122 East Walnut Street
Suite 200
Pasadena CA 91107
626.356.0955

Company Overview: Geotechnical services for Southern California clients.

Earth Systems was started in 1969 and has been in business for over 50 years. They provide a complete range of Geotechnical Services all over Southern California. Their client list includes architects, engineers, private homeowners, commercial businesses, and of course public agencies. In total, they have worked with cities, counties, water districts, school districts, and private companies.

Land Surveying:

Chaudhary & Associates

2675 Junipero Ave.# 600
Signal Hill, CA 90755
714.229.9247

Company Overview: Land Surveying services for California. Chaudhary &

Associates Inc. is a disciplined team of experienced engineers, surveyors and inspectors dedicated to providing personalized services to a wide range of public and private clients. For over a third of a century, the professional staff has been providing services throughout California. They offer a complete range of modern cost-effective, civil engineering, land/high definition Surveying, and construction management services and solutions.

SECTION 3: QUALIFICATIONS AND EXPERIENCE OF CONSULTANT'S PERSONNEL

Related Project Examples

We have experience with **nearly sixty (60) public agencies** in Southern California, including experience with the City of Alhambra Utilities Department. Most of this experience is past experience for Mr. West prior to the formation of West & Associates. The following experience includes past experience for Mr. West. A list of references with contact information is provided in **Section III** of this proposal.



CITY OF SIERRA MADRE

232 W. Sierra Madre Blvd. Sierra Madre CA 91024

Chris Cimino, Director of Public Works [626-355-7135](tel:626-355-7135)

ccimino@cityofsierramadre.com

West & Associates was recently involved with the City of Sierra Madre on the following project(s):

1. FY 2019-20 STREET REHABILITATION PROJECT

Recently provided engineering services for the City's FY 2019-20 Street Rehabilitation Project. The project involved pavement removal and replacement, grind and overlay, slurry seal, removal of trees, curb and gutter replacement, sidewalk replacement, sidewalk repair, driveway replacement, curb ramp replacement, restoration of pavement striping, and manhole adjustment on five separate streets in the City. The total length of the project was 10,000 feet.

2. CITY RECREATION CENTER PARKING LOT IMPROVEMENTS

Recently providing engineering services for the City's Recreation Center Parking Lot Improvements project. The project involved grind & overlay, removal of curb and gutter, removal of grass parkway, removal of existing trees, construction of new parking spaces and curb islands, construction of new sidewalk and curb ramps, replacement of driveways, and installation of new striping. The key project objective was to add additional parking spots and to re-direct existing parking flow towards the easterly driveway.



CITY OF RANCHO SANTA MARGARITA

22112 El Paseo, Rancho Santa Margarita CA 92688

Tri Nguyen, Principal Engineer [949-635-1813](tel:949-635-1813)

tnguyen@cityofrsm.org

West & Associates was recently involved with the City of Rancho Santa Margarita on the following project(s):

1. MELINDA ROAD MEDIAN EXTENSION PROJECT

Engineering services for the City's Melinda Road Median Extension Project. The project involves extension of an existing median in Melinda Road at Paseo Alegria near the 241 toll road. The existing median is a landscaped median with a stamped concrete median perimeter, and the new median will be stamped concrete only. The project involves removal of concrete curbs, stamped concrete, landscaping, striping, existing asphalt pavement, and traffic signs, construction of new concrete curbs, construction of new stamped concrete, installation of new asphalt pavement, grind and overlay of asphalt for smooth "feathered" transition for drainage, installation of new project signs and posts, curb painting, and restoration of pavement striping.

SECTION 3: QUALIFICATIONS AND EXPERIENCE OF CONSULTANT'S PERSONNEL



CITY OF BELLFLOWER
 16600 Civic Center Drive Bellflower, CA 90706
 Jerry Stock, City Engineer [\(562\) 804-1424](tel:5628041424)

Mr. West was involved on the following project(s):

1. REHABILITATION OF PALO VERDE AVENUE

Construction Management and Inspection Services for the Palo Verde Avenue Rehabilitation project. The project involved grind and overlay rehabilitation of Palo Verde Avenue from Artesia Blvd. to Arlington St. for a total of about 3,000 feet. Several curb ramps and traffic loops were replaced as a part of this project. Traffic signal work was also included. Due to the location of the project next to the border with the City of Lakewood, the project required coordination with City of Lakewood staff.

Total Related Experience

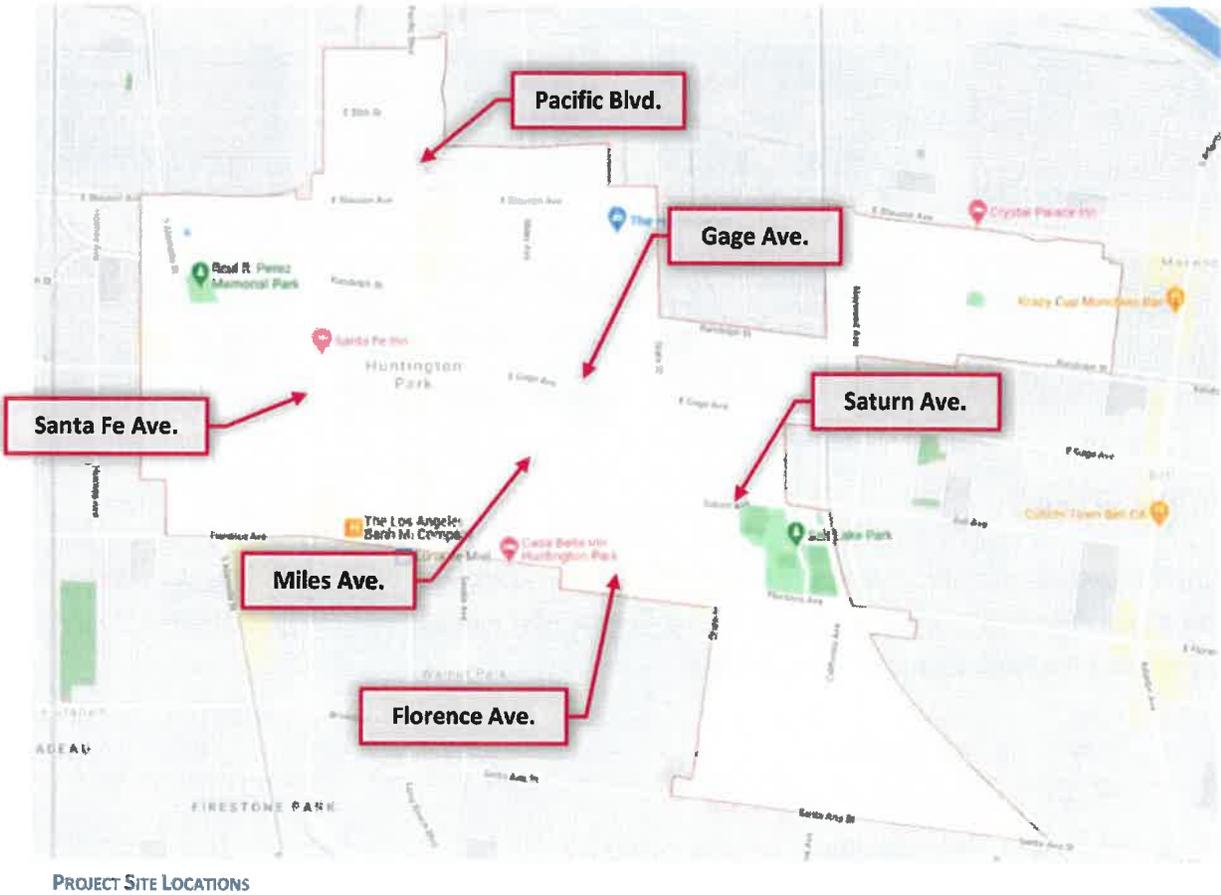
The following table provides a listing of all relevant projects for the project team members:

AGENCY	PROJECT NAME
City of Azusa	Gladstone Elementary Safe Routes to School Survey
City of Baldwin Park	Street Condition Assessment
City of Bellflower	Palo Verde Ave Rehabilitation
City of Culver City	Wash. Blvd. & Wash. Pl. Streetlight Improvements
City of Hawaiian Gardens	Fedde Middle School Safe Routes to School
City of Irvine	Barranca Parkway Rehabilitation
City of Irvine	Culver-Main/Culver-Alton Intersection Improvements
City of Pomona	District 4 Phase 1 Water Main Replacement and Street Rehabilitation
City of Pomona	Districts 1, 2, & 5 Water Main Replacement and Street Rehabilitation
City of Pomona	District 6 Phase 4 Water Main Replacement and Street Rehabilitation
City Ranchos Palos Verdes	Infrastructure Report Card
City of Rancho Santa Margarita	Melinda Road Median Extension
City of San Dimas	Foothill Blvd. Rehabilitation
City of San Dimas	San Dimas Canyon Rehabilitation
City of Sierra Madre	FY 19-20 Street Rehabilitation
City of Sierra Madre	City Recreation Center Parking Lot Improvements
City of Simi Valley	Lost Canyons Drive Improvements
City of San Juan Capistrano	Forster Street Improvements
13 DIFFERENT CLIENTS SERVED	18 TOTAL RELATED PROJECTS

SECTION 4: PROJECT APPROACH

Project Understanding

In accordance with the RFP and as further clarified by the City, we understand that the City is seeking consulting engineering design services Project Approval & Environmental Design (PA&ED) phase in preparation for the solicitation of Plans, Specifications and Estimate (PS&E) from professionally licensed contractors. The City intends to create “complete streets” for six (6) streets, with a pedestrian focus, including bicycle routes, sharrows, curb bulbouts, zebra crosswalks, signal modifications, and signage. The project locations are as shown in the map below:



From our research of the project sites, the project locations are off of the State Highway System. As such, we understand that the City must prepare a "PSR Equivalent." A PSR Equivalent consists of the first two pages of the following documents:

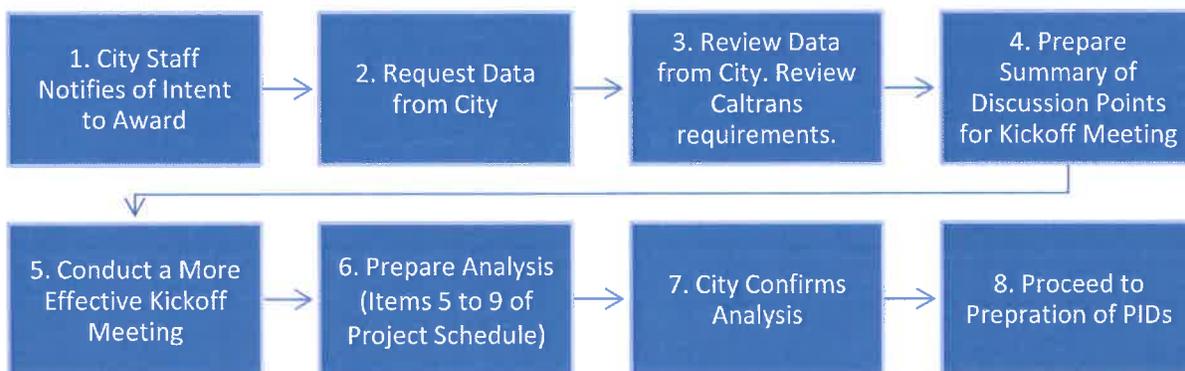
- Field Review Form (Exhibit 7-B)
- Preliminary Environmental Study (Exhibit 6-A)

This project essentially seeks to “Scope” the design phase of the Project.

SECTION 4: PROJECT APPROACH

Project Approach

To accomplish the Scope of Work, we intend to begin preliminary work on this project upon notice of contract award (instead of upon Notice to Proceed). Typically, this is about one to two weeks prior to the Kickoff Meeting. The preliminary work will include requesting data from the City in advance of the Kickoff Meeting and review of Caltrans requirements. This approach will result in a more productive Kickoff Meeting and a more accurate analysis of data. Most importantly, **an early start will save time**. Our approach is **illustrated below**.



Scope of Work

We acknowledge the tasks described in the RFP. Our proposed Scope of Work will **include the entirety of the Scope described in the RFP**. In order to provide the **best possible services** for your needs, we will consolidate the Scope into the following phases:

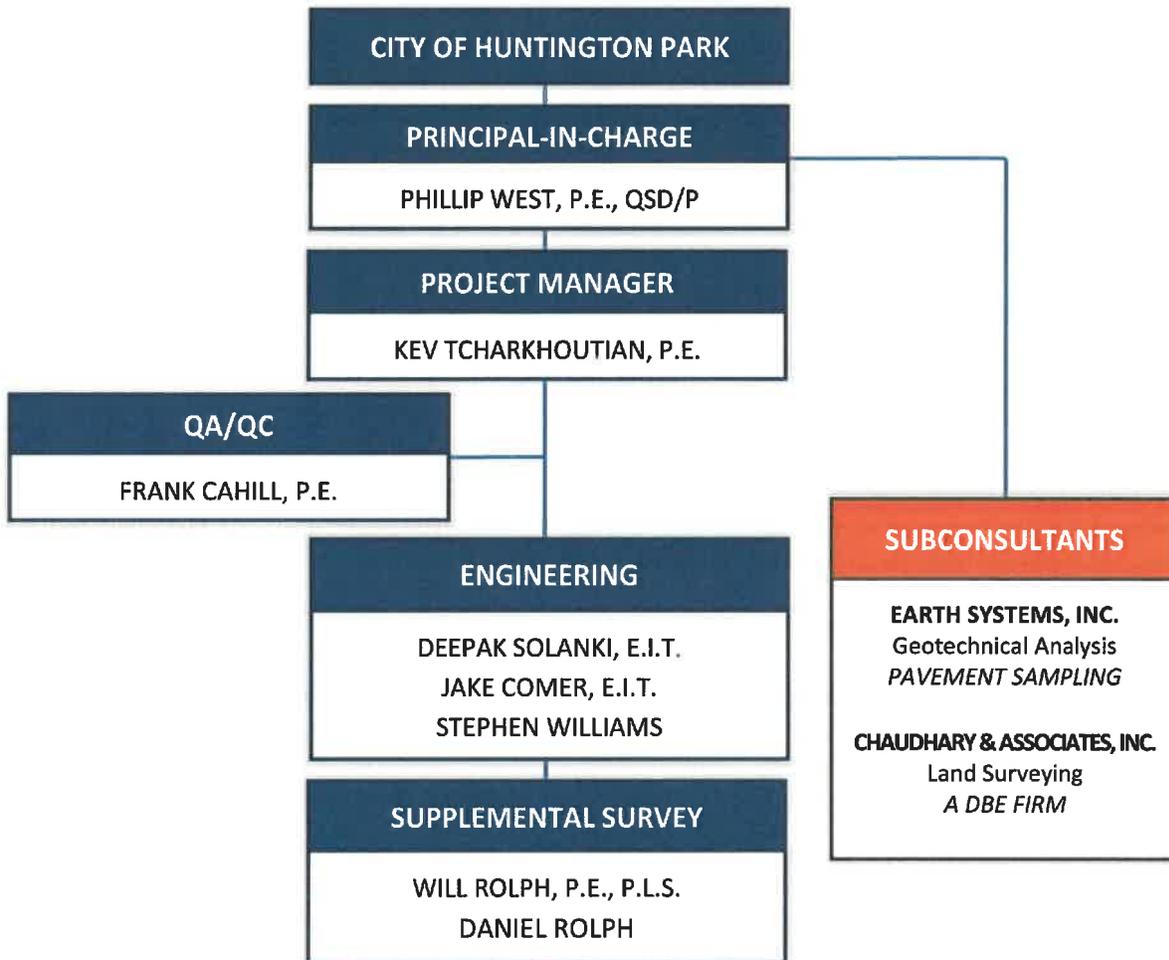
- Phase I – Due Diligence
- Phase II – Preliminary Engineering
- Phase III – Project Initiation Documents (PIDs)

The Schedule provided in Section 8 of this Proposal shows the sequence and duration of the Phases above.

SECTION 5: PROPOSED PERSONNEL

Organizational Chart

The project team will consist of the individuals below:



Resumes of the above individuals are provided later in this section.

Office Location and Contact Information

We are a small California “S” Corporation. Our office is located in Foothill Ranch (Lake Forest) in Orange County, California. Mr. Phillip West acts as the Principal/President of the firm.



www.westaeng.com

- Started in 2015
- California “S” Corporation (Fed I.D. No. 81-5259524)
- Contact: Phillip West, P.E., QSD/QSP
- Office: (949) 716-7670
- Cell: (714) 728-8082
- philw@westaeng.com

Phillip West, P.E., QSD/QSP
Principal-In-Charge

EDUCATION:
California State University,
Long Beach
B.S. Civil Engineering

REGISTRATION:
Registered Civil Engineer, California
No. 77453
Qualified SWPPP Developer (QSD)
Qualified SWPPP Practitioner (QSP)
Certificate No. 25034

OVERVIEW:

As Principal/President at West & Associates, Mr. West also serves as a Project Manager for all projects. The entirety of Mr. West's career has been **solely focused on public clients**, and he has served **nearly sixty (60) public agency clients** throughout his career. His experience has been very diverse and involves planning, design, construction management, field surveying, and even staffing augmentation. Most importantly for this particular project, a good portion of Mr. West's background involves **street design and/or construction management**, including widening, medians, ADA Ramps, rehabilitation etc. A handful of these projects have **involved federal funding through Caltrans**.

RELATED PROJECT EXPERIENCE

Mr. West has been involved with the related projects described below. These projects are only a portion of Mr. West's overall experience:

CITY OF AZUSA

Surveying and mapping services for the City's Gladstone Elementary Safe Routes to School Project. The project involved topographic mapping, and the drafting of nearly 100 pavement cross sections. The base maps showed the grading and street ROW information. This project was federally funded through Caltrans.

CITY OF BALDWIN PARK

Conducted an assessment of all major streets throughout the City (i.e. non-residential streets). The assessment included field analysis of each street segment and preparation of a technical report. The technical report provided a description of the existing pavement conditions and recommendations on the course of action to repair the pavement conditions. This project also involved Caltrans coordination for funding purposes.

CITY OF BELLFLOWER

Construction Management services for the City's Rehabilitation of Palo Verde Avenue Project. The project involved grind and overlay, removal and replacement, curb and gutter work, ADA curb ramps, striping, and traffic signal modifications. This project also involved Caltrans coordination for funding purposes.

CITY OF CULVER CITY

Design services for the City's Washington Blvd. and Washington Pl. streetlight improvements project. The project involved new streetlights in the City's two main thoroughfares as well as some sidewalk, curb, gutter, street, and ramp work. Project involved nearly 6,000 feet of street.

CITY OF HAWAIIAN GARDENS

Design services for the City's Fedde Middle School Safe Routes to School Project. The project involved pavement rehabilitation, ADA curb ramps, a speed hump, striping, and signal pole and conduit work.

CITY OF IRVINE

Assisted with engineering services for the City's Barranca Parkway Pavement Restoration Project. The project involved rehabilitation of 10,000 ft. of Barranca Parkway, including grind & overlay, new driveway ramps near the Broadcom building, re-grading of certain portions of street, striping, landscaping adjustments, and adjustment of pedestrian curb ramps.

Engineering services for the City's Culver-Alton & Culver-Main Intersection Improvements project. The project involved re-configuring of a landscaped median, re-grading of a street intersection, re-configuring of turn pocket islands, striping, landscaping adjustments, and adjustment of pedestrian curb ramps.

MESA WATER DISTRICT

Part-time, on-site staff assistance on a contract-basis for Development Projects. The assignment lasted approximately one year and involved coordination with the City of Costa Mesa's staff and Developers, Plan Review, Permit Fee Calculations, Outside Agency Coordination, Staff Report Preparation, assistance in the evaluation of well repairs and a presentation to the City's Board of Directors, and other miscellaneous tasks. The assignment also involved review of the District's Standard Specs and Drawings, as well as input for the improvements.

CITY OF MORENO VALLEY

Full-time, on-site staff assistance for Capital Improvement Projects (CIP). The assignment was brief and lasted just over one month's time and involved coordination with City Engineers, Plan Review, Outside Agency Coordination, Preparation of Plans, and other miscellaneous tasks.

CITY OF RANCHOS PALOS VERDES

Engineering services for the preparation of an Infrastructure Report Card. The Infrastructure Report Card evaluated the City's infrastructure, including the City's streets. The Report Card provided an assessment of existing street infrastructure conditions, recommendations on rehabilitation or replacement needs, a cost estimate for infrastructure improvements of one letter grade, and the costs to improve infrastructure from the current assigned grade all the way to an "A" grade. The project also involved field site visits, presentations to City staff, and a final presentation to the City Council. The City's street's received an "A" grade.

CITY OF RANCHO SANTA MARGARITA

Engineering services for the City's Melinda Road Median Extension Project. The project involved the extension of an existing curbed median in Melinda Road just north of the 241 toll road.

CITY OF SIERRA MADRE

Provided design services for the City's FY 2019-20 Street Rehabilitation Project. The project involved grind & overlay, removal and replacement, slurry seal, curb and gutter replacement, sidewalk restoration, striping, and manhole adjustment over roughly 10,000 feet of City streets. This project received Caltrans funding.

CITY OF SAN DIMAS

Design services for the City's Foothill Blvd Rehabilitation Project. The project involved grind & overlay, removal and replacement, curb and gutter replacement, sidewalk restoration, landscaped median adjustment, re-grading of some portions of street, striping, and traffic loop adjustment.

Design services for the San Dimas Canyon Road Rehabilitation Project. The project involved grind & overlay, removal and replacement, curb and gutter replacement, sidewalk restoration, replacement of curb ramps, landscaped median adjustment, re-grading of some portions of street, striping, and traffic loop adjustment.

CITY OF SAN JUAN CAPISTRANO

Design services for the City's Forster Street Improvements Project. The project involved the construction of new curb, gutter, sidewalk, curb ramps, and the removal and replacement of street sections, including the re-grading of some sections.

Frank Cahill, P.E.
Quality Assurance/Control**EDUCATION:**University College Dublin,
Ireland
B.Eng. Civil Engineering**REGISTRATION:**Registered Civil Engineer, California
No. 55373**OVERVIEW:**

Mr. Cahill has about **twenty-five years** of experience in California with civil engineering management, design and construction for site development, and **municipal projects** in the **water/wastewater** industry. He will be providing quality review of plans prior to submittal to the City.

RELATED PROJECT EXPERIENCE

Mr. Cahill has been involved with the related projects described below and on the following page. These projects are only a small portion of Mr. Cahill's overall experience:

EAST ORANGE COUNTY WATER DISTRICT

Mr. Cahill acted as the District Engineer for East Orange County Water District from 2017 to 2018, for a period of nearly two years. District Engineer duties included oversight of current projects, planning and budgeting of proposed projects, direction of staff and resources. During his tenure, Mr. Cahill oversaw the implementation of the District's Master Plan Update.

IRVINE RANCH WATER DISTRICT

Project Manager & QA/QC services for the Culver Drive Recycled Water Main Replacement project. The project involved replacement of approximately 1,200 feet of existing recycled water main with a new 12-inch PVC recycled water main, along with new recycled service laterals, air-vacs and a blow-off, and abandonment of existing facilities. The project also involved a complex connection in a busy intersection that required traffic control and the installation of a large 8-inch meter vault to an existing golf course.

MOULTON NIGUEL WATER DISTRICT

Project Manager for the Wood Canyon Domestic Water Booster Pump Station which included four 150 HP pumps, suction and discharge piping and valves, LPG standby generator, electrical system and controls, masonry building, grading and miscellaneous site work. Also provided construction management and inspection services.

CITY OF SIMI VALLEY

Prepared a Water Master Plan for a proposed development in the City. The proposed development included roughly 200 homes, new golf courses, a clubhouse, and club member suites. The master plan included nearly 5 miles of new mains, a booster station, a new reservoir, and revitalization of an existing reservoir.

Quality Assurance/Control services for the design of about 30,000 feet of new streets for a proposed housing development in the City. The street improvements included new street design, curb and gutter, parking pop-outs, and parking lots for a clubhouse at a private golf course. The project also included street rehabilitation work. Mr. Cahill overlooked the design of over 22,000 feet of water mains and over 3,000 feet of sewer improvements within the project vicinity.

UNIVERSAL STUDIOS

Prepared Domestic and Fire Water Master Plans as a Universal Studios Project Engineer. Recommended modifications to enhance the performance of the existing systems.

Kev Tcharkhoutian, P.E.
Project Manager**EDUCATION:**
California State University,
Long Beach
B.S. Civil Engineering, 1980**REGISTRATION:**
Registered Civil Engineer, California
No. 44598**OVERVIEW:**

Mr. Tcharkhoutian has over 40 years-experience in municipal civil engineering design and construction. He has served as City Engineer or Public Works Director for several agencies throughout Southern California. Mr. Tcharkhoutian has overseen a wide variety of projects including water, sewer, storm drain, streets, parks, and grading.

RELATED PROJECT EXPERIENCE (CITY ENGINEER OR PUBLIC WORKS DIRECTOR)

Mr. Tcharkhoutian has served as City Engineer or Public Works Director for the following agencies:

- City of Sierra Madre
- City of El Monte
- City of South El Monte
- City of Baldwin Park

RELATED PROJECT EXPERIENCE (OTHER AGENCY EXPERIENCE)

Mr. Tcharkhoutian has served as Principal, Senior, or Associate Engineer for the following agencies:

- City of Montebello
- City of Duarte
- City of Vernon
- City of Wildomar
- City of Colton
- City of South Gate
- City of Maywood
- City of Monrovia
- City of Ontario
- University of Southern California

RECENT PROJECT EXPERIENCE

Mr. Tcharkhoutian has recently provided Inspection Services for the following projects:

CITY OF SIERRA MADRE

Inspection services for the City's FY 2019-20 Street Improvements Project. The project involved the rehabilitation of over 10,000 feet of City streets, including full-depth replacement, grind and overlay, slurry seal, replacement of curb, gutter, sidewalk, and curb ramps.

Inspection services for the City's Sierra Vista Park Improvements Project. The project involved the expansion and rehabilitation of the existing parking lot, including the addition of new parking spaces, pavement grinding and overlay, construction of new curb islands, construction of new curb ramps, removal and replacement of driveways, and the re-arrangement of the direction of the parking spaces to provide for better traffic flow in the parking lot.

**Jake Comer, E.I.T.
Civil Engineer****EDUCATION:**
California State University,
Long Beach
B.S. Civil Engineering**REGISTRATION:**
Engineer-In-Training, CA (No. 18-460-16)
Licensed Engineer, CA (In Progress)**OVERVIEW:**

Mr. Comer serves as an engineer for various projects, including water, sewer, and storm drain projects. Mr. Comer has experience in hydrologic and hydraulic analyses, engineering design work with both AutoCAD and MicroStation, field data collection, and GIS analyses. **The majority of Mr. Comer's experience has been with public agencies.**

RELATED PROJECT EXPERIENCE

Mr. Comer has been involved with the related projects described below and on the following page. These projects are only a portion of Mr. Comer's overall experience:

USACE LOS ANGELES DISTRICT

Work included field investigations of several Maricopa and Mohave County Flood Control sites, analysis of flood conditions, and the design of new and rehabbed channels. Several areas within the project vicinity were at risk from large storm events and this project set out to rehabilitate existing facilities and to create new protection. Jake developed unit hydrographs and flood profiles within the risk areas. The information was then incorporated with AutoCAD Civil 3D software to generate plans. Coordination with the County officials and surveying contractors was also undertaken to efficiently and effectively provide a product to the client. Once constructed, flooding in these areas will be under control.

DELAWARE COUNTY SOIL AND WATER CONSERVATION DISTRICT, DELAWARE COUNTY, NEW YORK

Evaluated flood risks along Bull Run stream and aided with the design of bank stabilization. Used AutoCAD Civil 3D to create a proposed plan set and coordinated with geotechnical engineers to mitigate flood risk along the stream and design proper drainage along the hill backing the stream. A house located near the Bull Run stream was protected due to the incorporation of the design.

ORANGE COUNTY PUBLIC WORKS DEPARTMENT (OCPW)

Performed an investigation of the existing levee conditions along the E01 levee system and compiled information regarding pump stations and tributaries within the project vicinity. Jake implemented GIS mapping and information to perform hydraulic modeling with HEC-RAS, as well as an analysis of the interior drainage. He wrote several technical reports on these levees that were submitted to the OCPW. The project allowed for insight into future large storm events and the conditions of the levees during such events. OCPW was able to determine where areas of their levees need rehabilitation and which residents were in flood risk areas.

SARDINERA REAL ESTATE LLC, FAJARDO, PUERTO RICO

Assisted with the design of a proposed breakwater along the Puerto Chico Marina, which included the development of a grading plan, performing cost estimation, and coordination of USACE permitting requirements. Field studies were conducted across the island. Implementation of the design will remedy the Puerto Chico breakwater that was damaged during Hurricane Maria. The proposed breakwater will protect the marina from future hurricanes and allow for easier maintenance than the existing breakwater. Jake coordinated with the USACE and Puerto Chico Marina to ensure all permits and specifications were adhered to.

Stephen Williams
Assistant Engineer**EDUCATION:**
Penn State University,
B.S. Business (Organizational Leadership)**OVERVIEW:**

Mr. Williams provides Engineering, Drafting, Surveying, and QA/QC assistance for West & Associates Projects. Prior to his experience in the water/wastewater industry, Mr. Williams had worked in the manufacturing industry for about 10 years, wherein he supervised a team. His skills with the finer details add to the precision of work for the project team. To date, Mr. Williams has experience on the design of over **30,000 feet of water and sewer mains** for four (4) public agencies.

PROJECT EXPERIENCE

Mr. Williams has been involved with the related projects described below:

CITY OF ALHAMBRA

Engineering services for the Winchester Avenue and Winthrop Drive Water Main Replacement project. The project involved replacing distribution mains and a transmission main along with new service laterals, hydrants, air-vacs and blow-offs, connections to existing mains, and abandonment of existing facilities. The total length of the project was approximately 10,000 feet.

GOLDEN STATE WATER COMPANY

Project assistant services for GSWC's Lawndale Area Water Main Replacements – Hawthorne Blvd Project, including review of plans and minor adjustments to Design of Plans per Caltrans' comments.

CITY OF SIMI VALLEY

Assistant engineering services for the design of about 30,000 feet of new streets for a proposed housing development in the City. The street improvements included new street design, curb and gutter, parking pop-outs, and parking lots for a clubhouse at a private golf course. The project also included street rehabilitation work. Mr. Cahill overlooked the design of over 22,000 feet of water mains and over 3,000 feet of sewer improvements within the project vicinity.

CITY OF SIERRA MADRE

Land surveying services for the City's FY 2019-20 Street Rehabilitation Project. The project involved grind and overlay, removal and replacement, slurry seal, curb and gutter replacement, sidewalk restoration, striping, and manhole adjustment over roughly 10,000 feet of City streets. This project received Caltrans funding.

Assisted in providing engineering services for the City's Recreation Center Parking Lot Improvements Project. The project involved grind and overlay, removal of curb and gutter, removal of grass parkway, removal of existing trees, construction of new parking spaces and curb islands, construction of new sidewalk and curb ramps, replacement of driveways, and installation of new striping.

CITY OF RANCHO SANTA MARGARITA

Assisted in providing engineering services for the City's Melinda Road Median Extension Project. The project involved the extension of an existing median in Melinda Road at Paseo Alegria near the 241 toll road. The project involved removal of concrete curbs, stamped concrete, landscaping, striping, existing asphalt pavement, and traffic signs. The project also involved the construction of new concrete curbs, new stamped concrete, installation of new asphalt pavement, grind and overlay of asphalt for smooth "feathered" transition for drainage, installation of new project signs and posts, curb painting, and restoration of pavement striping.

**Will Rolph, P.E., P.L.S., QSD/P
Surveyor**

EDUCATION:
California State University,
Long Beach
B.S. Civil Engineering

REGISTRATION:

Licensed Civil Engineer, CA. No. 76698
Licensed Surveyor, CA 9381
Qualified SWPPP Developer (QSD)
Qualified SWPPP Practitioner (QSP)
Certificate No. 00812

OVERVIEW:

Mr. Rolph has over fifteen (15) years of engineering and land surveying experience. Mr. Rolph assists Mr. West with a portion of West & Associates' projects. As a surveyor, Mr. Rolph's primary focus is large residential and commercial developments, but he also has experience working with local municipalities. Mr. Rolph's engineering background involves a strong component of water and sewer utility design.

PROJECT EXPERIENCE

Mr. Rolph has worked with Mr. West on the following projects described below. These projects represent just a small portion of Mr. Rolph's experience:

CITY OF ALHAMBRA

Land surveying & mapping services for the Winchester Avenue and Winthrop Drive Water Main Replacement project. The project involved replacing distribution mains and a transmission main along with new service laterals, hydrants, air-vacs and blow-offs, connections to existing mains, and abandonment of existing facilities. The total length of the project was approximately 10,000 feet. Finally, the project also involved street rehabilitation.

Land surveying & mapping services for the Chapel Avenue Sewer Main Replacement project. The project involved replacing an existing 8-inch sewer main with a 12-inch sewer main, including manhole rehabilitation, connections to existing sewer service laterals, and street rehabilitation. The work also included a Preliminary Design Report (PDR) which evaluated design alternatives and calculated sewer flows and capacity of the existing and new main. Finally, the project also involved street rehabilitation.

CITY OF CHINO

Oversight of surveying & mapping services for the Baker Avenue Water Main Replacement project. The project involved replacing a distribution main along with new service laterals, hydrants, air-vacs and blow-offs, connections to existing mains, and abandonment of existing facilities. The total length of the project was approximately 700 feet.

CITY OF CHINO HILLS

Oversight of surveying & mapping services for the Maroon Bell – Winchester Water Main Replacement project. The project involved replacing distribution mains along with new service laterals, hydrants, air-vacs and blow-offs, connections to existing mains, and abandonment of existing facilities. The project also involved street rehabilitation. The total length of the project was approximately 3,500 feet.

CITY OF RANCHO SANTA MARGARITA

Oversight of surveying & mapping services for the City's Melinda Road Median Extension Project. The project involved the extension of an existing curbed median in Melinda Road north of the 241-toll road.

CITY OF SIERRA MADRE

Oversight of surveying & mapping services for the City's FY 2019-20 Street Improvements Project. The project involved the rehabilitation of over 10,000 feet of City streets, including full-depth replacement, grind and overlay, slurry seal, replacement of curb, gutter, sidewalk, and curb ramps.

**Daniel Rolph,
Surveyor/CAD Designer****EDUCATION:**
B.S., Architecture,
San Diego School of
Architecture**REGISTRATION:**
Licensed Surveyor, CA (In Progress)**OVERVIEW:**

Mr. Rolph practices as a surveyor and CAD designer in the State of California. He has experience in land surveying in over a dozen cities throughout California, many of which have involved coordination with public agencies, including City and Water District Staff and California State agencies, such as Caltrans. **Thus, Mr. Rolph is familiar with the needs of public agencies.**

PROJECT EXPERIENCE

Mr. Rolph has over five (5) years of land surveying and CAD experience. Mr. Rolph has worked with Mr. West on the following projects described below. Most of Mr. Rolph's experience has been with other firms. As such, these projects represent just a small portion of Mr. Rolph's experience:

CITY OF ALHAMBRA

Land surveying & CAD Design services for the Winchester Avenue and Winthrop Drive Water Main Replacement project. The project involved replacing distribution mains and a transmission main along with new service laterals, hydrants, air-vacs and blow-offs, connections to existing mains, and abandonment of existing facilities. The total length of the project was approximately 10,000 feet. Finally, the project also involved street rehabilitation.

Land surveying & CAD Design services for the Chapel Avenue Sewer Main Replacement project. The project involved replacing an existing 8-inch sewer main with a 12-inch sewer main, including manhole rehabilitation, connections to existing sewer service laterals, and street rehabilitation. The work also included a Preliminary Design Report (PDR) which evaluated design alternatives and calculated sewer flows and capacity of the existing and new main. Finally, the project also involved street rehabilitation.

CITY OF CHINO

Land surveying services for the Baker Avenue Water Main Replacement project. The project involved replacing a distribution main along with new service laterals, hydrants, air-vacs and blow-offs, connections to existing mains, and abandonment of existing facilities. The total length of the project was approximately 700 feet.

CITY OF CHINO HILLS

Land surveying services for the Maroon Bell – Winchester Water Main Replacement project. The project involved replacing distribution mains along with new service laterals, hydrants, air-vacs and blow-offs, connections to existing mains, and abandonment of existing facilities. The project also involved street rehabilitation. The total length of the project was approximately 3,500 feet.

CITY OF RANCHO SANTA MARGARITA

Land surveying services for the City's Melinda Road Median Extension Project. The project involved the extension of an existing curbed median in Melinda Road just north of the 241 toll road.

CITY OF SIERRA MADRE

Land surveying & CAD Design services for the City's FY 2019-20 Street Improvements Project. The project involved the rehabilitation of over 10,000 feet of City streets, including full-depth replacement, grind and overlay, slurry seal, replacement of curb, gutter, sidewalk, and curb ramps.

SECTION 6: QUALITY ASSURANCE/QUALITY CONTROL

Quality Assurance/Control of Procedures

The following are quality control methods that we plan on implementing for this project:

Direct Project Management

The project manager, Mr. Phillip West, will be directly involved on this project. Instead of periodic reviews and dictations to engineering staff, he will work alongside engineering staff to ensure the work is done properly. All staff members have access to the same files and can edit as the needs arise without things being “lost-in-translation”. This drastically reduces errors during the work process.

Maintain regular communication

We will strive to address all issues the first time, so that the issues do not have to be re-addressed down the road, thus saving time and money. To accomplish this, we will apply the following procedures:

- Important information will be made in writing via email in order to be accessible by all parties throughout the duration of the project.
- Strive for a high level of responsiveness and timeliness with all email and telephone communication. Typically, we respond to all phone calls or emails within a few hours or less. This reduces re-work if communication corrects a design issue that would have otherwise been resolved improperly.

Quality Assurance/Control of Products

All work will go through a QA/QC process before submittal to the client. We strive to have all projects reviewed by an experienced individual not directly involved in the project, although general familiarity with the project and the client is desirable. During the QA/QC process, Adobe PDF software is utilized to review documents as opposed to printing hard copies. This is not done to be “green”, but rather to **save time and to keep records of our quality control**. This is also important if any quarantines persist during this project. The review of the construction documents shall focus on three key areas including: 1) quality of drafting, 2) quality of design, and 3) constructability.

SECTION 7: REFERENCES

References

The following are key references for this proposal:



CITY OF ALHAMBRA

900 New Avenue, Alhambra, CA 91801
Thomas Amare, Engineer [626-300-1562](tel:626-300-1562)
tamare@cityofalhambra.org



CITY OF CHINO

13220 Central Avenue, Chino, CA 917110
Eduardo Diaz, Engineer [\(909\) 334-3534](tel:909-334-3534)
ediaz@cityofchino.org



CITY OF SIERRA MADRE

232 W. Sierra Madre Blvd. Sierra Madre CA 91024
Chris Cimino, Director of Public Works [626-355-7135](tel:626-355-7135)
ccimino@cityofsierramadre.com



RCE CONSULTANTS

24422 Avenida De La Carlota Laguna Hills, CA 92653
Brandon Willnecker (Former Project Manager) [\(714\) 655-0007](tel:714-655-0007)
brandonwpe@icloud.com



LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT

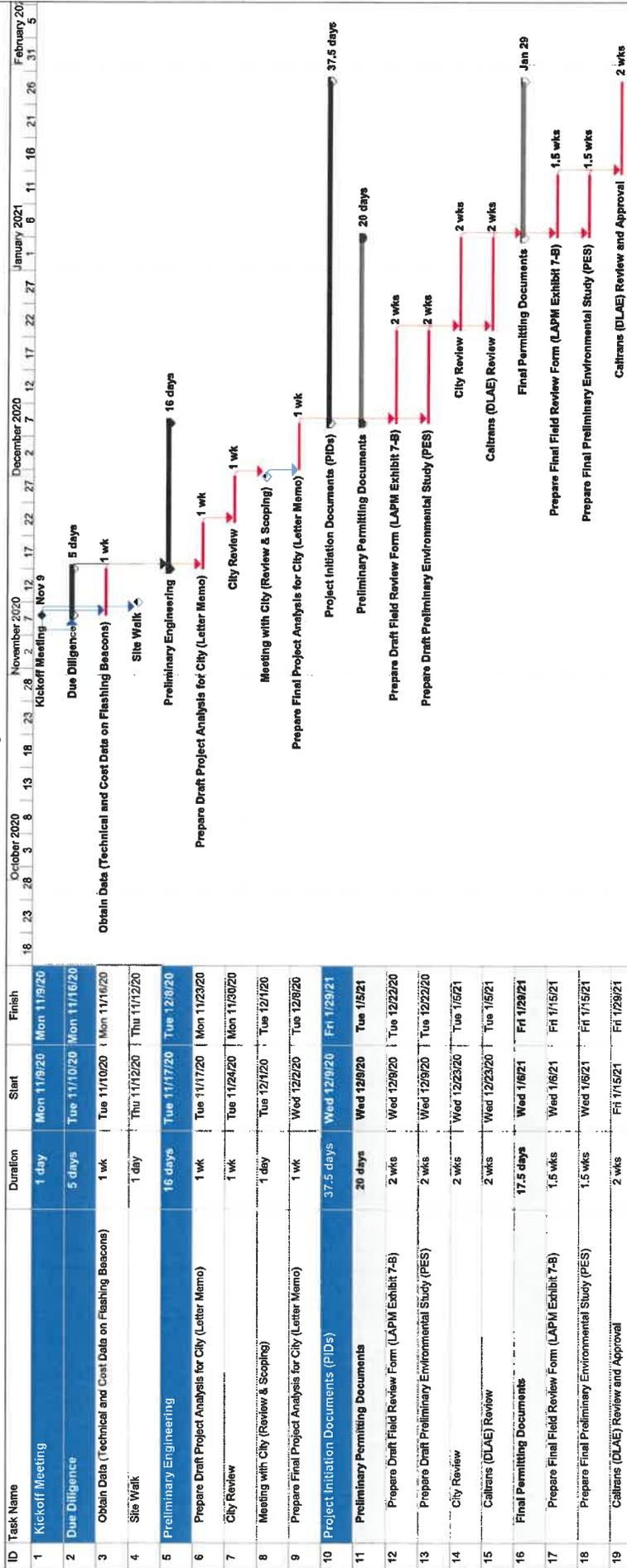
27307 State Hwy. 189, Blue Jay, CA 92317
Aida Hercules-Dodaro, District Engineer [\(909\) 336-7100](tel:909-336-7100)
ahercules@lakearrowheadcsd.com

SECTION 8: SCHEDULE

Project Schedule

We have included our project schedule on the following page in MS Project format. The schedule is based on a start date (Kickoff Meeting) of November 9, 2020 in accordance with the Notice to Proceed date as shown on Page 9 of the RFP (“Important Dates”). The schedule shows Caltrans approval of the PA&ED by January 29, 2021 as stated in the RFP.

**City of Huntington Park
Professional Project Approval and Environmental Design (PA&ED) Services for
CIP 2018-11 ATP Cycle IV**



SECTION 10: COMPLIANCE WITH RFP AND CONTRACT AGREEMENT

Statement(s)

At this time, we have no objections to the terms or conditions of the RFP or to the City's standard agreement for professional services. Our insurance coverage meets or exceeds the minimum insurance requirements outlined in the City's agreement for professional services. A sample copy of our insurance certificate is shown below.

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 1/23/2020		
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>						
PRODUCER IOA Insurance Services 130 Vantis, Suite 250 Aliso Viejo, CA 92656 www.ioausa.com CA License #0E67788			CONTACT NAME: (AVC) Stephanie Belon PHONE (A/C, Mo. Ext): (949) 297-5952 FAX (A/C, Mo): E-MAIL ADDRESS: stephanie.belon@ioausa.com INSURER(S) AFFORDING COVERAGE: NAIC # INSURER A: RLI Insurance Company 13058 INSURER B: Travelers Casualty and Surety Co America 31164 INSURER C: INSURER D: INSURER E: INSURER F:			
COVERAGES		CERTIFICATE NUMBER: 5374426		REVISION NUMBER:		
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
ROW	TYPE OF INSURANCE	INSR. BOND	POLICY NUMBER	POLICY EFF.	POLICY EXP.	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Waiver of Subrogation GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input checked="" type="checkbox"/> PER <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	PS90008154 Scheduled A1 Encl #PPB3134212 Professional Services performed by the Insured are Excluded	9/19/2019	9/19/2020	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (E.C. contract) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS COMP/OP AGG \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>	<input type="checkbox"/>	P380006154 Included in General Liability	9/19/2019	9/19/2020	COMBINED SINGLE LIMIT (Per accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB RECD: <input type="checkbox"/> RETENTION:	<input checked="" type="checkbox"/>	PSE0002695 Excludes Professional Liability	9/19/2019	9/19/2020	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBR EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/>	PSW000414B Waiver of Subrogation Encl #WC04030604B4	9/19/2019	9/19/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYER \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B	Professional Liability Claims-Made	<input type="checkbox"/>	106587562	9/19/2019	9/19/2020	\$2,000,000 Each Claim \$2,000,000 Aggregate
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Certificate Holder is an Additional Insured with respect to General Liability (GL), but only when required by written contract with the Insured prior to an occurrence or an endorsement noted above. GL includes Separation of Insureds and Contractual Liability per limitations in the Business Owners' Coverage form. A Workers' Compensation Waiver of Subrogation as noted above is included for the person or organization named in the Schedule that are parties to a contract requiring this Endorsement, provided that contract is executed before the loss. Coverage is subject to all policy terms, conditions, limitations and exclusions. 30 Day Notice of Cancellation/10 Days for Non-Payment in accordance with policy provisions						
CERTIFICATE HOLDER			CANCELLATION			
FP No. #20187003-PW-WA205 Baker Avenue Water Main Replacement Design Services City of Chino, its elected or appointed officers, officials and employees 13220 Central Avenue Chino CA 91710			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE (AVC) Alicia K. Ingram 			

© 1988-2015 ACORD CORPORATION. All rights reserved.

WEST&ASSOCIATES
ENGINEERING, INC.

FEE PROPOSAL

Detailed Fee Estimate

Task No.	ITEM	PM	ENG	CAD	SRVY	QA/QC	SEC	TOTAL	
		\$150	\$130	\$102	\$240	\$130	\$72	HRS.	\$
NON-OPTIONAL WORK LISTED IN RFP									
Pt. 1 - DUE DILIGENCE									
1	Kickoff Meeting Including Preparation of Agenda & Minutes	4	4				2	10	\$1,264
2	Data Collection, Review	8	16					24	\$3,280
3	Site Visit (1)	4	4					8	\$1,120
Subtotal		16	24	0	0	0	2	42	\$5,664
Pt. 2 - PRELIMINARY ENGINEERING									
1	Prepare Draft Project Analysis for City (Letter Memo)	10	24			8	4	46	\$5,948
2	Meeting with City (Review & Scoping)	4	4				2	10	\$1,264
3	Prepare Final Project Analysis for City (Letter Memo)	4	12			6	2	24	\$3,084
Subtotal		18	40	0	0	14	8	80	\$10,296
Pt. 3 - PROJECT INITIATION DOCUMENTS									
1	Prepare Draft Field Review Form (LAPM Exhibit 7-B)	6	18			4	4	32	\$4,048
2	Prepare Draft Preliminary Environmental Study (PES)	8	24			8	4	44	\$5,648
3	Prepare Final Field Review Form (LAPM Exhibit 7-B)	4	6			2	2	14	\$1,784
4	Prepare Final Preliminary Environmental Study (PES)	6	12			4	2	24	\$3,124
Subtotal		24	60	0	0	18	12	114	\$14,604
Direct Costs (printing, reproduction, shipping, mileage, etc.)								N/A	\$1,436
TOTAL NON-OPTIONAL WORK		58	124	0	0	32	22	236	\$32,000

Non-Optional Work: **\$32,000**

HOURLY RATE CHART AND EXPENSE REIMBURSEMENT SCHEDULE

Position	Hourly Rates
Project Manager	\$150
Engineer	\$130
Quality Assurance/Control	\$130
Secretary	\$72

Reimbursable Costs

Vehicle mileage	\$ 0.58/mile
Reproduction	cost + 15%
Postage Delivery	cost + 15%

NOTE: All rates are effective until December 31, 2020 or until the end of this contract.

ATTACHMENT B

Proposal for

**PROFESSIONAL PROJECT APPROVAL AND
ENVIRONMENTAL DESIGN (PA&ED) SERVICES FOR
CIP 2018-II ATP CYCLE IV**

Project No. ATPL-5150(014)



Prepared for
The City of Huntington Park

Prepared by

September 30, 2020



**INFRASTRUCTURE
ENGINEERS**



September 30, 2020

Cesar Roldan
Director of Public Works
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Subject: Proposal for Professional Project Approval and Environmental Design (PA&ED) Services for CIP 2018-11 ATP Cycle IV Project No. ATPL-5150(014)

Dear Mr. Roldan,

Infrastructure Engineers is pleased to submit our proposal to the City of Huntington Park to provide Project Approval & Environmental Documents (PA&ED) prior to the design of several complete streets in your City. Improving and enhancing safe travel for pedestrians, bicyclists, motorists and transit riders of all ages and abilities has been a focal point of our team since our inception over 25 years ago. We are committed to providing continued exceptional service to your City as we have in the past.

The City of Huntington Park is a valued client. We have completed a broad range of public works design and construction projects for the City including safety enhancements and traffic improvement projects, such as the HAWK Signal at Gage Avenue and Bissell Street, ATP Cycle 2 Uncontrolled Crosswalk and Safety Enhancements, i-Park System Implementation Design and Construction, and the Signal Synchronization/Bus Speed Improvements projects, among others.

With this in mind, we are proposing a highly skilled team of technical experts to field investigate and prepare environmental studies to complete this project's PA&ED phase in preparation for the development of Plans, Specifications and Estimate (PS&E). We are eager to begin the initial stages of this project to deliver Class III bicycle routes, sharrows, signage, bike boxes, and curb bulbouts in conjunction with pedestrian safety and mobility enhancements, including sidewalk improvements, signal modifications, and zebra crosswalks. Our team will be led by Nick Servin, PE, a veteran civil engineer. The team has prepared numerous PA&EDs with Caltrans oversight and Greenbook specifications for many traffic safety projects such as Baldwin Park's ATP Cycle 3 Pedestrian and Bicycle Safety Enhancement Project and Hawaiian Garden's HSIP Cycle 8 Carson Street and Norwalk Boulevard Safety Improvement Projects.

We are confident the references provided will assure your evaluation team that we have the hands-on experience and know-how for this work and that we consistently meet deadlines and budgets. Additionally, we know how to reach important fast-tracked deadlines for projects where the safety of residents, pedestrians and bicyclists is at stake. Our entire team stands ready to assist the City with this important project as soon as the notice to proceed is given.

We have read, understood, and agreed to all statements in the Request for Proposal and acknowledge receipt of all addendums/amendments as well as to the terms, conditions, and attachments referenced.

As Chief Operating Officer of Infrastructure Engineers, I am authorized to bind the firm to all commitments made in this proposal. If you have any questions about our proposal, please contact our proposed Project Manager, Nick Servin, PE, by phone at (714) 940-0100 or by email at nservin@infengr.com. We thank you for this opportunity to continue to be of service to the City of Huntington Park.

Sincerely
Infrastructure Engineers

Farzad Dorrani, MS
Chief Operation Officer

Nick Servin, PE
Project Manager

Table of Contents

Infrastructure Engineers Background	1
Qualifications and Experience of Personnel.....	2
Project Approach.....	4
Proposed Personnel	6
Quality Assurance/Quality Control	15
References	16
Schedule and Schedule Control	17

Infrastructure Engineers Background

For over 26 years, Infrastructure Engineers has performed a variety professional engineering and municipal work for cities throughout Southern California, including the City of Huntington Park. We offer a full range of services in civil engineering, architectural design, traffic and city planning, environmental studies and California Environmental Quality Act and National Environmental Policy Act (CEQA/NEPA) compliance, construction management and inspection, plan checking, and building and safety. Our team is committed to making a difference in the communities we serve by improving infrastructure and supporting civic functions. Many of our staff have been city employees in managing and supporting roles so they understand the concerns regarding schedules, budgets, and keeping change orders to an absolute minimum. They also possess first-hand knowledge of the City's operations and priorities, which empowers them to be strong advocates for every community our firm is fortunate to hold as a client, including the City of Huntington Park.

Infrastructure Engineers is uniquely qualified to perform the Project Approval & Environmental Design (PA&ED) constructability review for the street improvement projects in the City of Huntington Park. We have provided design, constructability reviews, and construction management services on a number of streets throughout your City. Our expertise gives us the unparalleled skill to identify potential issues before they occur, resulting in a smoother construction process and reduced cost overruns. Our team consists of experienced construction managers, inspectors and field engineers who have worked closely with contractors and construction documents during all phases of construction, including pre-construction. We know the construction and design process and have many years of solid field experience overseeing the design and construction of pedestrian signals and rehabilitation of city streets. In fact, we completed the *Various Street Improvement Project* in your City just last year, which included design, construction management and inspection for the rehabilitation of 11 streets. Our years of experience will strengthen the construction manager's ability to oversee the project and keep surprises to a minimum. Our proposed team's experience includes, but is not limited to, the following di:

- **Civil Engineering**
 - ➔ Master Planning
 - ➔ Roadways & Streets Design
 - ➔ Pavement Rehabilitation
 - ➔ Grading & Earthwork Analysis
 - ➔ Erosion & Sedimentation
 - ➔ Street Lighting & Utilities
- **Traffic Engineering**
 - ➔ Traffic Impact & Analysis
 - ➔ Traffic Signage & Striping Design
 - ➔ Traffic Control & Detour Design
- **Project and Construction Management**
 - ➔ Program Management
 - ➔ Construction Management & Inspection
 - ➔ Constructability Reviews
 - ➔ Construction Methods & Solutions
 - ➔ Value Engineering
- **Environmental Compliance**
 - ➔ PA&ED Document Preparation
 - ➔ NPDES Compliance
 - ➔ CEQA Studies and Compliance

Qualifications and Experience of Personnel

Key Personnel

The following matrix provides a summary of the relevant work experience, work history, training, education, and special certifications of Infrastructure Engineers' team personnel.

Key staff name and project role	Highest Degree	Licenses / Certs.	Yrs. Exp.	Office Location	Experience									
					Project Management	PA&ED Constructability Reviews	Bicycle Routes, Sharrows, and Signage	Prepare Environmental Documents (CEQA)	Conduct Field Review	Develop and Maintain Project Schedule	Permitting and Regulations	Pedestrian Safety/Mobility Enhancements	Street and Sidewalk Improvements	Signal Modifications
Nick Servin, PE <i>Project Manager</i>	BS, Civil Engineering	PE	35	Brea	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Albert Armijo <i>Environmental Specialist</i>	MA, History and American Studies	NA	35	Brea	✓	✓		✓	✓	✓	✓	✓		
Steve Hilton, TE <i>Traffic Lead</i>	BS, Civil Engineering	TE	35+	Brea	✓		✓	✓	✓	✓		✓	✓	✓
Shawn Mousavi, MS, PE <i>Engineering Design Lead</i>	MS, Transportation Engineering	PE	5	Brea					✓	✓			✓	✓
Shawnt Babakhanian <i>CAD</i>	NA	NA	30	Brea	✓	✓			✓	✓		✓	✓	
Brenda Corona, EIT <i>Engineering Assistant</i>	BS, Civil Engineering	EIT	3	Brea				✓	✓			✓	✓	✓
Chelsea Emilio, MS <i>Environmental Assistant</i>	MA, Environmental Studies	NA	5	Brea			✓	✓	✓		✓			

Relevant Experience

Our team has performed numerous safety improvement engineering design services including High-Intensity Activated Crosswalk beacon (HAWK) traffic signals, pedestrian push buttons, bulb-out designs, and curb ramps. The following examples illustrate our ability to conduct constructability reviews and PA&EDs.

ATP Cycle II -Uncontrolled Crosswalk Pedestrian Safety Enhancement Project, City of Huntington Park

Infrastructure Engineers was required to review and revise existing Plans, Specifications and Estimate (PS&E) for intersection improvements of 22 unprotected crosswalks in the City of Huntington Park. Features include ADA ramps, bulb-outs, advanced yield and stop markings, countdown signals, updated pedestrian signs, repainting existing marking/pavement labels and ladder-stripe crosswalks.



HAWK Signal Gage-Bissell Project, City of Huntington Park

Infrastructure Engineers provided design of the HAWK signal as well as a signed CEQA check-off list certifying that all environmental clearances and permits had been addressed. The traffic study concluded that a HAWK should be installed at the intersection of Gage Avenue and Bissell Street as a countermeasure to improve pedestrian safety.



HSIP Cycle 8 - Florence Avenue and Eastern Avenue Regional Surface Transportation Improvements and Environmental Document, City of Bell Gardens

Infrastructure Engineers conducted a Categorical Exemption environmental analysis per CEQA Guidelines as well as constructability review for this project. The traffic signal system components for the intersection were upgraded as well. Our firm assisted the City with right-of-way acquisition before continuing with the PS&E.



ATP Cycle III - Main Avenue/Pacific Avenue Complete Street Project, City of Baldwin Park

Infrastructure Engineers performed a Constructability Review of the plans and specifications for Phase IB of the Maine Avenue Complete Street Project. We incorporated the findings of our review into the final revised specifications and prepared a revised bid schedule that strictly conformed to the identified improvements. We also completed the PS&E design for Phase 2 of the project.



Active Transportation Program Cycle II – Various Streets, City of Lynwood

Infrastructure Engineers provided design, preparation of PS&E for roadway, concrete and ADA improvements at various City streets. Additionally, we provided geotechnical investigations, survey, project management and administration for the project. Other duties included construction support, responding to RFIs and Submittals, and attending meetings and field visits during the construction phase of the project.

Project Approach

PA&ED phase for a federal- and state-funded project requires completing specific tasks as defined by Caltrans Local Assistance Procedures Manual (LAPM) Chapter 5, which includes completing a Preliminary Environmental Study (PES) package and submitting these to Caltrans for review and approval of a Categorical Exemption for the project per CEQA and NEPA requirements. The documents must be submitted as part of a Project Study Report (PSR) Equivalent.

Caltrans LAPM Chapter 5 specifically mentions: When a local agency proposes a STIP project off the State Highway System (SHS), they must prepare a "PSR Equivalent." A PSR Equivalent consists of the first two pages of the Field Review and a Preliminary Environmental Study (PES). The PES form is located in Exhibit 6A of Chapter 6, of the LAPM. Instructions can be found in Exhibit 6B."

The City needs to complete the PA&ED tasks before submitting a request to California Transportation Commission (CTC) for allocation of funds for the PS&E phase.

The project will include a variety of pedestrian and bicycle improvements to create a system of complete streets boulevards on east/west connector streets - Gage Avenue, Saturn Avenue, and Florence Avenue, along with one north/south street - Miles Avenue. The complete streets boulevards improvements will include installing Class III bicycle routes, including sharrows, signage, bike boxes, and curb bulb-outs. These will be complemented with pedestrian safety and mobility enhancements, including sidewalk improvements, signal modifications, and zebra crosswalks. In addition, specific pedestrian travel safety improvements will be installed along Pacific Boulevard, Santa Fe Avenue and Florence Avenue.

The PA&ED Phase is intended to assure that all design alternatives and proposed preferred alternative are constructible base on the available level of detail.

Constructability Review Process



Tasks and Methodology

Task 1 – Conduct Field Review and Surveys

Our team will conduct a comprehensive field review and reconnaissance survey at each of the intersections located along the lengths of Gage Avenue, Saturn Avenue, Florence Avenue and Miles Avenue per the grant application to prepare appropriate environmental documents for the project's proposed safety enhancements. We will list and evaluate reasonable alternatives and feasible mitigation for each location in accordance with CEQA.

Task 2 – Fill out Caltrans LAPM Chapter 7 Exhibit 7-B Field Review Form and Chapter 6 Exhibit 6-A Preliminary Environmental Study Form

Our team will fill out Exhibit 7-B as completely as possible prior to the field review and send a copy with a location map to each of the interested parties attending the field review. Representatives from Caltrans and the FHWA will be contacted to determine if their participation in the field review is required. Caltrans and the FHWA may also attend optional field reviews, if requested. Caltrans has delegated design exception approval authority for projects off the SHS to the City/County Public Works Director. Therefore, the proposed design exceptions, if any, would be identified and discussed at the field review. The on-site visit will be performed by our project engineer and project manager to verify the data and information used to complete the forms.

Our team will fill out Exhibit 6-A Preliminary Environmental Study (PES) form and include both Exhibit 7-B (Field Review form) and Exhibit 6-A (PES form) in a formal PSR Equivalent document including relevant technical and environmental studies and submit to Caltrans (the lead agency under CEQA) for approval of the CEQA environmental document for the project and issuance of Categorical Exemption (CE) per CEQA.

Our team will also assist the City to fill out and submit Caltrans LAPM Chapter 13 Right-of-way Short Form Exhibit 13-A to Caltrans for Right-of-Way Clearance Certification that will be required for CTC fund allocation request package for the project's PS&E phase and a Finance Letter.

As the PA&ED phase is a Caltrans-controlled process, our team will monitor and inform the City of Caltrans's oversight, concurrence, and approval at each step in each phase of the process, including the review and approval of the various required document submittals and technical reports, the selection of project alternatives, and the environmental review process under CEQA.

Infrastructure Engineers will develop and maintain Project Schedule for approval based on City's approval process and applicable date restrictions and conduct scoping meeting with the City to discuss any deviation from initial tasks.

Task 3 – Permitting and Regulations

Our team will observe all laws, rules, and regulations concerning environmental permitting to fully entitle the project to move into the design and ultimately the construction phase. The task will include:

- Incorporating environmental requirements (as applicable), mitigation measures, NPDES requirements (including adherence to MS4 LID requirements), BMPs, air/water quality, and erosion/sediment control into Project construction documents as required.
- Providing a signed check-off list certifying that all environmental clearances/permits (CEQA) have been completed and all mitigation measures will have to be incorporated into the PS&E prior to the advertisement of the Project for construction.

Task 4 – Meetings

Our team will schedule and attend the following minimum number of meetings during the course of the project:

- 3 - Scoping/Kick-off/final meetings with City staff

Proposed Personnel

Education

BS, Civil Engineering

Registrations/Certifications

Registered Civil Engineer, CA, No. 33538

Years of Experience: 35

Nick Servin, PE

Project Manager

Nick Servin's extensive experience includes high-level leadership, management, supervision, and administration of an engineering division, including its staff, and extended resources. He has extensive

experience in planning, directing, supervising, and reviewing activities of the division involving CIP projects, land development, and databases. Nick is adept at working with all phases and types of municipal infrastructure projects and all levels of personnel to see those projects through to successful completion. As a Public Works Director and City Engineer, he has the experience and expertise for skillfully meeting with various city councils, commissions, and department staffs, as well as public stakeholders to build consensus on projects and procedures.

Project Experience

City Engineer and Plan Reviewer - City of Bell Gardens, City of South El Monte, City of Lynwood and City of Montebello

Reviewed civil engineering plans that included street improvements, grading plans, hydrology and hydraulics, LID, SUSMP, SWPPP, traffic studies, soils reports, infiltration reports. Attended meetings with officials and the public related to land development and various ATP and CIP projects. Provided help to applicants at the public counter when required

City Engineer and Public Works Director, Interim City Manager - City of Calexico

Managed the entire staff of Public Works, Engineering, Building Division, Planning Division, Code Enforcement, Airports, Wastewater Collections and Treatment, Water Treatment and Distribution, Parks, and Facilities. Prepared grants, bids, studies, and programs for the Planning Commission, City Council, Parks Commission, Beautification Commission, Business Improvement District, Caltrans, and FHWA. Prepared and monitored budgets for all divisions of Public Works, Engineering, Airport, Building, and Planning. Provided oversight of design for the following street rehabilitation ATP and CIP projects for the City of Calexico:

- ➔ Cole Road Improvement Project, Highway 111 to Meadows Road, Rehabilitation and Resurfacing
- ➔ West 2nd Street Improvement Project from Cesar Chavez Boulevard to Airport; complete removal and reconstruction
- ➔ Emerson Street Rehabilitation and Resurfacing Project from Highway 98 to 2nd Street
- ➔ Kloke Avenue Resurfacing Project
- ➔ Rockwood Avenue Resurfacing Project
- ➔ Prepared ATP PA&ED documents, secured funding, processed invoices and completed construction.

Interim City Engineer - City of Glendora

Responsible for high-level leadership, management, supervision, and administration of an engineering division, ITS staff, and extended resources. Planned, directed, supervised and reviewed activities of the division, including ATP and CIP projects, land development, and databases. Worked with all phases and types of municipal infrastructure projects and all levels of personnel to see those projects through to successful completion. Met with City Council, Commissions, and department staffs, as well as public stakeholders to build consensus on projects and procedures.

Supervisory and administrative responsibilities included finance, personnel administration, supervision, and organizational development. Provided design and oversight of the following street rehabilitation projects:

- ➔ Lorraine Avenue Resurfacing & Street and Landscaping Improvement Project
- ➔ Grand Avenue Resurfacing Project
- ➔ Meda Avenue Resurfacing Project
- ➔ Whitcomb Avenue Resurfacing Project
- ➔ Barranca Avenue Resurfacing & Street Improvement Project

Contract City Engineer - City of Baldwin Park

Responsible for leadership, management, supervision, and administration of the engineering division. Duties included:

- ➔ Being available to developers, engineers, architects, builders and the public counter, for grading, improvements, parking, signage, etc.
- ➔ Reviewing grading plans, lot mergers, PM, FM, LLA, improvement plans
- ➔ Reviewing hydrology/hydraulic, LID, SWMP reports
- ➔ Preparing LAPM forms for Caltrans projects
- ➔ Helping to train City staff

Contract City Engineer - City of South El Monte

Responsible for leadership, management, supervision and administration of the engineering division. Duties included:

- ➔ Being available to developers, engineers, architects, builders and the public counter, for grading, improvements, parking, signage, etc.
- ➔ Reviewing grading plans, lot mergers, PM, FM, LLA, improvement plans
- ➔ Reviewing hydrology/hydraulic, LID, SWMP reports
- ➔ Preparing LAPM forms for Caltrans projects
- ➔ Prepared ATP PA&ED documents, secured funding, processed invoices and completed construction.

Education**Albert Armijo**

BA, History and
Comparative Culture
Culture

Environmental Specialist

MA, History and
American Studies

PhD Candidate,
Comparative
Racial/Ethnic Studies
and History

Years of Experience:
35

Albert Armijo has more than 35 years of professional experience in project management, processing land use entitlements, and composing environmental documents. Albert has created and managed project work teams, managed entitlement processes, secured entitlements for development proposals, composed land use regulations, drafted policies and planning studies, produced all levels of environmental documents in compliance with CEQA and NEPA regulations and guidelines, worked extensively with community and private interest groups, conducted public presentations on behalf of clients, and performed project advocacy. Additionally, Albert has processed all levels of discretionary applications and environmental documentation, prepared reports about state legislation and environmental procedures.

Project Experience**Initial Study/Mitigated Negative Declaration Agent, Lakeview Ave Widening - City of Yorba Linda**

Albert served as sole author of an Initial Study and Mitigated Negative Declaration for a proposed project to construct an additional traffic lane and associated improvements to a 1,500-foot segment of an existing roadway. Principal issues investigated and addressed pertained to air quality, drainage, noise, traffic and pedestrian safety and water quality.

Initial Study/Mitigated Negative Declaration Agent, Imperial Hwy Improvement Project - City of Yorba Linda

Albert served as sole author of an Initial Study, Mitigated Negative Declaration and NEPA clearance for a proposed project to construct an overpass and widen Imperial Highway near Orangethorpe Avenue. Principal issues investigated and addressed included air quality, biological resources, drainage, grading, hydrology, General Plan consistency, vehicular circulation and water quality.

Initial Study/Mitigated Negative Declaration Agent, Bastanchury Road Widening - City of Yorba Linda

Served as sole author of an Initial Study and Mitigated Negative Declaration to construct an additional traffic lane and associated improvements along a 2,500-foot segment of an existing roadway. Principal issues investigated and addressed pertained to air quality, General Plan consistency, water quality, noise, traffic safety, pedestrian safety and aesthetics (street lighting).

Initial Study/Mitigated Negative Declaration Agent, Metrolink Station Improvements - City of Yorba Linda

Served as sole author of an Initial Study and Mitigated Negative Declaration for a proposed project to construct a Metrolink station and related parking facilities on a two-acre property. Principal issues addressed included air quality, aesthetics, biological resources, neighborhood compatibility, parking and vehicular access.

Education

BS, Civil Engineering

Steve Hilton, PE, TE*Traffic Lead***Registrations/Certifications:**Registered Traffic Engineer, CA,
No. 2422**Years of Experience:** 35+

Steve Hilton has more than 35 years of experience in traffic engineering and transportation planning. Steve served as the City Traffic Engineer for the City of Monterey Park for 13 years. His experience includes preparation of traffic engineering studies, grants, investigation and response to citizen inquiries and complaints; reviewing traffic accident data; providing plans, designs, recommendations and supervising of traffic improvement projects. Steve also reviews development projects; prepares conditions of approval, coordinates with consulting firms, as well as county, state and federal agencies; makes presentations to City Councils, Planning Commissions, Traffic Commissions, Public Works Commissions, community groups, city departments, consultants, lawyers and courts. In addition, he is recognized as a traffic accident reconstruction and witness expert.

Project Experience**Senior Traffic Engineer, Systemic Safety Analysis Report Program (SSARP) Intersections Evaluation Study - City of Baldwin Park.**

The City was issued a request to evaluate high accident intersections within its boundaries. This SSARP evaluated one high-risk roadway segment and seven intersections that had reported accidents that occurred within 300 feet for a three-year period from January 1, 2015 through January 1, 2018. As a result of this report, the City of Baldwin Park received a list of prioritized intersections, collision types, possible collision factors of the accidents and countermeasures to improve traffic safety within the City via Caltrans.

Senior Traffic Engineer/Project Manager, Stop Sign Warrant Study at Garvey Ave and Corak St - City of Baldwin Park

Infrastructure Engineers was contracted by the City of Baldwin Park to conduct this traffic safety analysis and examine the feasibility of installing stop signs at the intersection of Corak Street and Garvey Avenue. Residents had concerns relative to vehicular speeds, traffic collisions, near misses and pedestrian safety at the intersection. The objective of this study was to evaluate intersection safety and determine the need and warrant requirements for installation of stop sign control devices at the intersection to improve safety.

Senior Traffic Engineer/Project Manager, Stop Sign Warrant Analysis at Cleveland Ave & 7th St - City of Montebello.

Infrastructure Engineers had been contracted by the City of Montebello to evaluate traffic safety and the need for stop sign installation at the intersection of Cleveland Avenue and 7th Street. Residents within this area had indicated their concerns relative to vehicular speeds, traffic safety and pedestrian safety. This analysis included a field review to identify existing conditions, collection of traffic counts, speed data and review of traffic collision history. Each of these elements were evaluated as part of this traffic study.

Education

BS, Civil Engineering

MS, Transportation
Engineering**Registrations/Certifications**Registered Civil Engineer, CA,
No. 91696**Years of Experience:** 5**Shawn Mousavi, MS, PE***Engineering Associate*

Shawn Mousavi has 5 years of design experience including the development of traffic signal plans, signal hardware upgrades, and signal synchronization timing improvements. Utilizing AutoCAD and GIS, he is highly proficient in drafting specifications and phase diagrams, calculating cost estimates, and generating schedules. Shawn has produced signal warrant reports in compliance with state and city

regulations including the California Manual on Uniform Traffic Control Devices. Additionally, he has provided plan check assistance by organizing and assessing plan check fees from the Building and Safety Department.

Project Experience**Engineering Assistant, HSIP Cycle 7 Project, Intersections Improvements - City of Montebello**

Shawn oversaw the upgrade of signal hardware to improve the timing for three traffic intersections. He was responsible for the design, specifications, and providing cost estimates. Duties included changing the phase diagram to protective-permissive and relocating existing k-rails to improve traffic flow and safety.

Engineering Assistant, Signal Synchronization and Bus Speed Improvement Design Phase - City of Huntington Park

Shawn designed the signal synchronization system to provide smooth movement of traffic for three arterial street corridors. Using AutoCAD and GIS to develop the design, he wrote the specifications and calculated the cost estimate to implement the program.

Engineering Assistant, New Traffic Signal Long Beach Blvd and Louise St - City of Lynwood

Shawn was responsible for the design of the traffic signal, striping plans, specifications, and cost estimate for the new traffic signal intersection. Activities included using AutoCAD to create the general notes, construction notes, conductor schedule, traffic signal plan, and phase diagram.

Engineering Assistant, Florence and Eastern Intersection Improvement - City of Bell Gardens

This improvement project entailed upgrading the traffic signal design with a new additional lane. Shawn designed the replacement of all traffic signal poles and created a new conductor schedule and phase diagram.

Engineering Assistant, Montebello Blvd Bike Lane and Sidewalk Improvement Phase II - City of Montebello

Shawn was responsible for the design of six traffic signal intersections, specifications of the traffic signal plans, and cost estimate for new traffic signal intersections in the City of Montebello. He used AutoCAD to create the general notes, construction notes, conductor schedule, traffic signal plan, and phase diagram for the project.

Education

Brenda Corona, EIT

BS, Civil Engineering

Engineering Assistant

Registration/Certification

Engineer-in-Training, CA
No. 169116

Years of Experience: 3

Brenda Corona is an engineering assistant who provides engineering design on traffic signal projects as well as conducting research on traffic engineering projects. Brenda has also provided project administration and she has been a construction management intern, where she has been involved in a wide variety of projects - creating and maintaining project files, with documents such as plans, specifications, contract change orders, request for information, submittals, transmittals, cost estimates, progress payments, construction schedule, emergency contact list, field pictures, emails, weekly and daily reports from inspectors.

Project Experience

Traffic Assistant, Martin Luther King Jr, Boulevard and Stockwell Drive Signal Study Engineering Services - City of Lynwood

Brenda analyzed traffic counts to perform calculations for warrant studies. Performed traffic signal warrant analysis for intersection with available information. Conducted a field review to establish any major improvements needed. Utilized TIMs to identify collisions at intersections and provided countermeasures. Implemented current CA-MUTCD and Caltrans standards to improve site conditions. Utilized AutoCAD to design a preliminary High-Intensity Activated Crosswalk beacon (HAWK) signal.

Traffic Assistant, Systemic Safety Analysis Report Program Engineering Services - City of Bell Gardens

Brenda conducted a high accident location intersection analysis by collecting data from the Statewide Integrated Traffic Recording Systems (SWITRS). She utilized Transportation Injury Mapping System (TIMS) to create collision diagrams for 37 intersections. She Identified crash patterns and crash types to provide countermeasures with Local Roadway Safety Manual. She also analyzed existing conditions for 11 schools (public, private, and charter) within Bell Gardens. She proposed recommendations for intersections near schools utilizing CA-MUTCD and Caltrans standards. She performed signalized intersection warrant analysis near Bell Gardens High School. Combined all analysis and created a report for City review.

Traffic Assistant, Systemic Safety Analysis Report Program Engineering Services - City of Baldwin Park

Conducted a high accident location intersection analysis by collecting data from the Statewide Integrated Traffic Recording Systems (SWITRS). Utilized Transportation Injury Mapping System (TIMS) to create collision diagrams for 27 intersections. Identified crash patterns and crash types to provide countermeasures with Local Roadway Safety Manual. Analyzed common routes to schools in Baldwin Park to provide safety projects. Created a field visit schedule to meet deadlines and submittals to the City. Analyzed existing conditions for 26 schools within Baldwin Park. Proposed recommendations for intersections near schools utilizing CA-MUTCD and Caltrans standards. Combined all analyses and created a report for City review.

Registrations/Certifications

AutoCad ; AutoCad Civil 3D;

Microstation

Land Development Desktop

Years of Experience: 30

Shawnt Babakhanian

CAD Manager

Shawnt Babakhanian has 30 years of experience in the preparation of contract drawings for a variety of civil engineering, transportation engineering, and structural engineering projects. He also has extensive knowledge and expertise in both IT and CADD management.

Project Experience

Designer/Drafter, Safe Routes to School Program Implementation Plan, Bell Gardens High School & Garfield Elementary School - City of Bell Gardens

Responsible for all drawings for this project, which included removing existing markings, rehabilitating pavement areas, installing zebra crosswalks, raised truncated domes, bulb-outs, pedestrian countdown signal heads, solar street lights, pavement legend, and marking, striping, markers at 15 intersections.

Designer/Drafter, Traffic Signal Modification at Nelson Avenue and Sunset Avenue - City of Industry

Provided design assistance and plans for this project, which included construction of roadway improvements, including removal of existing improvements including AC pavement, concrete sidewalk, curbs and gutters, storm drain improvements, landscaping and traffic signals, and construction of new street and sidewalk improvements, including new PCC curb and gutter, PCC sidewalk, storm drain catch basins, drainage inlet modifications, AC pavement sections, and replacement of the traffic signal system located at the intersection.

Designer/Drafter, Elm Street ADA Accessibility Project - Montebello

Responsible for the preparation of plans and details. Involved in detailed field investigations, including a field survey of curb ramps, driveways, and sidewalks. Specifications and cost estimates were prepared for ADA accessibility improvements. Quality assurance/quality control was put into practice to ensure the improvements were completed as defined by the client.

Designer/Drafter, Alley Improvement Project - City of Bell Gardens

Responsible for drafting pavement, longitudinal gutters, and utility improvements. The project included reconstruction of the alley's intersection, pavement, and gutter system. Also involved in specifications and cost estimate preparation. Responsible for quality assurance/quality control for the project's plans and details to ensure that the project was completed while adhering to city requirements. The project was completed on time and within budget.

Designer/Drafter, Various Street Rehabilitation Projects - City of Bell Gardens

Responsible for drafting street improvements, signing and striping, and utility plans. In addition, Shawnt was involved in specifications and cost estimates preparation. He was responsible for quality assurance/quality control for project plans and details to ensure the project was completed while adhering to city requirements. The project was completed on time and within budget.

Education

MS, Environmental Studies

BS, Earth Science

Registrations/Certifications

Groundwater & Wells Design,
CSUF, Fullerton, 2018

Years of Experience: 5

Chelsea Emilio, MS

Environmental Assistant

Chelsea's experience spans a broad range of National Pollutant Discharge Elimination System (NPDES) and environmental consulting related services, including half of a year with WGR Southwest as an environmental compliance technician. During her tenure with WGR, Chelsea consulted industrial facilities on implementing plans, procedures, best management practices, facility monitoring, and sampling to comply with local, state, and federal regulations. She completed weekly site inspections and prepared Storm Water Pollution Prevention Plans (SWPPP) for clients. Chelsea is also experienced in stormwater sampling and laboratory result analysis for reporting to regulatory agencies. She has been involved in a variety of areas including traffic engineering, NPDES services, grant writing and funding for various projects.

Project Experience

Design Lead, Systemic Safety Analysis Report Program (SSARP) Evaluation Study - City of Bell Gardens

Chelsea created the High Accident Location Analysis Report, collision tables, Appendix B Intersection summary, and Safe Routes to School Study for the SSARP Report.

Engineering Assistant, Various Streets Improvement Project - City of Baldwin Park

Worked on generating the cost estimate for this project and also was trained on the basics of AutoCAD to help understand project scope. Conducted field work to determine blind spots and delineate where street widening would be necessary.

Engineering Assistant, San Gabriel River Bikeway-Environmental Services and Permits - City of Baldwin Park

Worked on incorporating minor changes to the final SWPPP document from City and then packaged the SWPPP per City's directions.

Design Lead, Systemic Safety Analysis Report Program (SSARP) Evaluation Study - City of Bell Gardens

Created the High Accident Location Analysis Report, collision tables, Appendix B Intersection summary, and Safe Routes to School Study for the SSARP Report.

Design Lead, Federalize the PS&E Doc for Garfield Ave Imp Project - City of Bell Gardens

Generated 90% project transmittal form for Avant Garde for Caltrans PES clearance for project funding.

Design Lead, HSIP Cycle 8 - Two Signal Mods - City of Bell Gardens

Generated 100% PS&E transmittal to Avant Garde for Caltrans PES clearance for project funding.

Education

BS, Civil Engineering

MS, Civil Engineering with
Structural Emphasis

Registrations/Certifications

Engineer-in-Training, CA, No.
156456

Years of Experience: 3

Brenda Perez, EIT

Engineering Assistant

Brenda Perez's experience in the engineering industry began as an engineering aide at the City of Placentia where she issued encroachment and transportations permits after the City Inspector revised the documents. She revised bond refund documents before issuing the refund to the applicants. Brenda is currently coordinating both utilities and engineering plan checking where she

keeps logs that track dates plans are logged in and out. She also assists the firm CEO with invoicing and maintaining the electronic and physical filing of plan checking and utility documents.

Project Experience

Utility Coordinator & Design Engineer, ATP Cycle 2 Sidewalk Gap Closure Safe Routes to School - City of San Bernardino

Responsible for coordinating utilities for design, designing and drafting of a newly proposed pedestrian walking path. Prepared demolition, improvement and typical sections plans.

Utility Coordinator, HSIP Cycle 8 Project - Various Intersection Improvements (FY 2017-2018) - City of Bell Gardens

Responsible for coordinating utilities for the preparation of PS&E, project management, administration, construction management and inspection, fund administration and labor compliance for the intersections at Eastern Avenue and Lubec Street and Garfield Avenue and Loveland Street. The project also included the addition of video detection on all intersection approaches and the reconstruction of the pavement within the intersection with concrete. The signal design included field surveys, signing and striping, geotechnical investigations. Bid package was prepared and submitted to City.

Utility Coordinator & Design Engineer, Montebello Boulevard Bike lane and Sidewalk Improvement Project Phases I & II - City of Montebello

Responsible for coordinating utilities for design, preparation of plans, specifications and estimates for roadway improvements, pavement rehabilitation, concrete improvements, utility adjustments, ADA improvements, Class II bike lane, traffic signal improvements, pedestrian lighting, and landscape and irrigation.

Utility Coordinator, Frazier Street Pedestrian and Bicycle Safety Improvements Project - Design Phase - City of Baldwin Park

Responsible for coordinating utilities for the design and preparation of plans, specification and cost estimates. Work included utility coordination and research, detailed field observations, drainage pattern analysis, the design of new curb-extensions at various locations, and new signing and striping to incorporate a new bike lane.

Quality Assurance/Quality Control

Quality assurance and quality control (QA/QC) are top priorities for Infrastructure Engineers. Producing engineering and compliance documents of the highest caliber is what keeps us in business. Our QA/QC practice involves a comprehensive process to ensure delivery of quality products and services to meet your stringent criteria.

Infrastructure Engineers appoints an experienced and qualified QA/QC reviewer to provide leadership and guidance in producing complete and comprehensive documents to meet all industry standards as well as the City's expectations. Our monitoring and inspection documents will result in meeting the City's expectations and will provide clear understanding to your staff and constituency of all related requirements.

Key elements of our quality control are the assignment of skilled personnel who are experienced in the particular discipline, effective and constant communications, and monitoring of project progress. The quality control process includes the following principles:

- ➔ Assignment of skilled professionals begins a comprehensive and interactive orientation of the project goals and the means to achieving these goals
- ➔ Daily contact by the Project Manager with each on-going activity to provide support and guidance, to maintain focus and momentum, and to monitor the quality of work
- ➔ Maintaining regularly scheduled project staff meetings for reviewing work status, reviewing technical elements of the project, coordinating and interfacing of activities, reviewing budget parameters, and discussing upcoming activities and responsibilities
- ➔ Internal (peer review) audits of municipal services for quality, accuracy, and completeness
- ➔ Strictly and rigorously following Infrastructure Engineers-developed QA/QC standards and guidelines
- ➔ Review by the Project Manager prior to submittal to assure services meet all standards and codes, project goals and objectives, and contract requirements
- ➔ QA/QC of design documents are carried out by our highly experienced and licensed professional civil engineers
- ➔ Constructability reviews during the design phase are carried out by our experienced construction managers and inspectors

References

Montebello Way Traffic Signal Improvement Project, City of Montebello

Our firm conducted a Preliminary Environmental Study, design and construction management and inspection services for the improvement of numerous intersections.

Client Contact:

James Enriquez, PE, Director of Public Works/City Engineer, City of Montebello

Phone: (323) 887-1462

Email: jenriquez@cityofmontebello.com

HSIP Cycle 8 - Florence Avenue and Eastern Avenue Regional Surface Transportation Improvements and Environmental Document, City of Bell Gardens

Infrastructure Engineers a conducted a Categorical Exemption environmental analysis, per CEQA Guidelines for this project.

Client Contact:

Chau Vu, Director of Public Works, City of Bell Gardens

Phone: (562) 806-7770

Email: cvu@bellgardens.org

San Gabriel River Bikeway Path Project, City of Baldwin Park

Infrastructure Engineers provided engineering and environmental permitting services for a 2.5 bicycle and pedestrian path.

Client Contact:

Sam Gutierrez, Director of Public Works, City of Baldwin Park

Phone: (626) 813-5255, Ext. 460

Email: sgutierrez@baldwinpark.com

Schedule and Schedule Control

Project Timeline Schedule
 City of Huntington Park ATP Cycle 3 PA&ED Project

Project PA&ED Completion Date: January 29, 2021

Task	Description	Nov/Dec 2020			Dec/Jan 2020			Jan 2021					
		11/9	11/16	11/23	11/30	12/7	12/14	12/21	12/28	1/4	1/11	1/18	1/25
1	Conduct Field Reviews and Surveys	◆ 1		◆ 2									
2	Fill-out and Submit Caltrans Forms (Field Review, PES and PSR-Equivalent)				◆ 3	◆ 4	◆ 5					◆ 6	
3	Permitting and Regulations (CEQA/NEPA documents, Finance Letter and CTC Allocation Form)												◆ 7
4	Meetings	◆				◆						◆	

Completion Date: January 29, 2021

- Duration Period
- City Review Period 1 week
- Caltrans Review and Approval Period - 6 weeks

Project Milestones

- ◆ 1 Notice to Proceed (assumed November 9, 2020)
- ◆ 2 Field Review/Investigation/Surveys Completion (November 20, 2020)
- ◆ 3 Submittal of Draft Field review, PES and PSR-Equivalent (November 27)
- ◆ 4 City's Review and Signatures (November 27, 2020)
- ◆ 5 Submittal to Caltrans for Review and Approval (December 7, 2020)
- ◆ 6 PA&ED approval by Caltrans- 6 Weeks (January 15, 2021)
- ◆ 7 Submittal of CTC Allocation Request for PS&E (January 22, 2021)
- ◆ Meetings (Kickoff/Scoping - 11/9/20, Progress with Staff - 11/20/20, Final with Staff - 1/22/21)



ITEM NO. 7

CITY OF HUNTINGTON PARK

Public Works Department
City Council Agenda Report



October 20, 2020

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL TO PERFORM EMERGENCY REPAIRS TO WATER PRODUCTION WELL 18

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Pursuant to Municipal Code Section 2-5.13 Emergency purchase, authorize the City Manager, Public Works Director and Finance Director to proceed without solicitation of bids to a contract for construction of the repair/replacement of Water Production Well 18;
2. Authorize Inframark to make the necessary repairs for a not-to-exceed amount of \$93,784.32 payable from Account No. 681-8030-461.43-30; and
3. Authorize the City Manager to spend up to \$100,000 from Account No. 681-8030-461.43-30 if any other unforeseen repairs to Well 18 are required per video inspection report.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

As a water well ages, the rate at which water may be pumped (commonly referred to as the well yield, flow or performance) tends to decrease, especially in wells that have had deferred maintenance. Water wells require regular maintenance to ensure adequate water flow and continued drinking water safety. Delaying rehabilitation procedures can significantly increase costs and in some cases make rehabilitation impossible.

Water production Well 18 located at the City's Public Works Yard at 6900 Bissell Street experienced a minor setback that caused the casings to vibrate, which is an alarm to staff that there was the need to trouble shoot the problems in order to prevent further damages to the motor and ancillary equipment. Taking rehabilitation measures at this time is of the utmost importance so as to avoid further costly damages to the system. The following are the facts:

CONSIDERATION AND APPROVAL TO PERFORM EMERGENCY REPAIRS TO WATER PRODUCTION WELL 18

October 20, 2020

Page 2 of 3

- Well 18 is completely off-line as of 10/7/2020 (no water production)
 - Inframark performs routine maintenance and heard noises from the shaft (pump)
 - Inframark staff informed City staff and called in expert technician to evaluate
 - Volume of water production diminishing due to pump failure, causing the motor to work harder (which would actually cause additional damage and repair costs to the motor)
 - Current well shaft has been in service for 9 years
 - 5 years is the norm to perform routine maintenance on the shaft
 - Well 18 provides 32% of the City's water supply (largest producer)
- City purchasing additional water from the Metropolitan Water District (MET) of Southern California
 - MET is a regional wholesaler and the largest supplier of treated water in the United States
 - City paying an additional \$5,000/day (approximate) to purchase MET water while Well 18 remains offline
- Customers are not experiencing a reduction in water (remains the same)

Staff mobilized specialized contractor and their equipment to the site (10/13/2020) to commence the repairs. Contractor is removing the existing pumping equipment because of recent vibration and a noticeable drop-in production. Contractor will wire brush and bail the well for 20 hours and perform post brushing. The process includes tearing down and inspecting the equipment to provide a written report of the actual findings through a video survey. Note, the well casing condition will be evaluated upon video inspection to determine if additional repairs are required. Once completed, the contractor will perform the startup and document the current pump and well conditions.

Based on the proposed schedule and quoted amount, staff recommend the selection of Layne as a subconsultant to Inframark's current contract to conduct the emergency repair work. Below is the progress schedule for Well 18 repair work.

Date	Description of Work
10/12/2020	Order bowl assembly (materials)
10/13/2020	Pump removal
10/16/2020	Conduct video log
Week of 10/19/2020	Brushing and bailing

A successful well rehabilitation will maximize the flow of water from the well. Staff will provide updates as they become available.

LEGAL REQUIREMENT

Public Contract Code, Division 2. General, Part 3. Contracting by Local Agencies, Chapter 2.5. Emergency Contracting Procedures [22050- 22050.]

22050.

CONSIDERATION AND APPROVAL TO PERFORM EMERGENCY REPAIRS TO WATER PRODUCTION WELL 18

October 20, 2020

Page 3 of 3

(a) (1) In the case of an emergency, a public agency, pursuant to a four-fifths vote of its governing body, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.

(2) Before a governing body takes any action pursuant to paragraph (1), it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency.

(b) (1) The governing body, by a four-fifths vote, may delegate, by resolution or ordinance, to the appropriate county administrative officer, city manager, chief engineer, or other nonelected agency officer, the authority to order any action pursuant to paragraph (1) of subdivision (a).

FISCAL IMPACT/FINANCING

Inframark contacted two specialized firms to provide quotes to make the exploratory reporting and apparent repairs. Inframark has incorporated Layne’s proposal as part of their Request for Services (RFS) (Exhibit A) due to Layne’s ability of complete the work in an expeditious manner (1-month) versus General Pump’s 8-week timeline (Exhibit B). The cost of video inspection and visible repairs is \$93,784.32 payable from Account No. 681-8030-461.43-30. Staff recommends authorizing the City Manager to spend up to \$100,000 from Account No. 681-8030-461.43-30 if any other unforeseen repairs to Well 18 are required per the video inspection report.

CONCLUSION

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,



RICARDO REYES
City Manager



CESAR ROLDAN
Director of Public Works

ATTACHMENT(S)

- A. Inframark Request for Services – Including Layne’s Quote
- B. General Pump’s Quote

ATTACHMENT A

REQUEST FOR SERVICES



To: Ricardo Reyes, City Manager- City of Huntington Park
Date: 10/6/2020
From: Iris Ramos, Area Manager
Project Description: Well 18 Emergency Well Pump Repairs

PROJECT SCOPE

Inframark offers to execute the following work at Well 18: 6900 Bissell Street, Huntington Park
Pump removal, inspection, pre well video log, wire brush and bail, post brushing well video log, new bowl assembly, standard replacement materials (including new airline and PVC pipe access for video logs), holding tanks rental and temporary discharge line to pump to waste, re-install, and pump start-up.

PROJECT DETAILS

The RFS is for the above project scope and does not include any other work which is not listed herewith. A separate RFS shall be prepared for any additional work if required.

Project No. _____
Projected Date of Completion: 10/31/2020
Estimated Cost of Services: Not to exceed \$93,784.32



Submitted by, Iris Ramos, Area Manager-Inframark 10/6/2020
Date

APPROVED TO PROCEED:


Ricardo Reyes, City Manager- City of Huntington Park 10/08/2020
Date



Office
1717 W. Park Ave.
Redlands, CA. 92373
909-390-2833
www.graniteconstruction.com

10/6/2020

Inframark
Iris Ramos
6900 Bissell
Huntington Park , CA 90255

RE: Removal, Inspection, Repair and Installation

Dear Iris Ramos ,

We are pleased to present our project estimate for the referenced work to be provided at Well 18 .

Mobilize crew and equipment to the site. Remove the existing pumping equipment because of recent vibration and a drop in production. Transport all materials to Layne's facility for inspection. Tear down and inspect the equipment and provide written report of findings. Perform video survey. Wire brush and bail the well for 20 hrs. and perform post brushing video survey. Furnish and install repair materials per the inspection report (the new bowl assembly will be ordered once the PO is received to ensure downtime at the well site is minimal). Provide 2 each temporary 21,000 gallon Adler Tanks and 550' of temporary discharge line to pump to waste. Perform start up and document the current pump and well conditions.

The attached estimate is valid for 30 days and is subject to Layne Terms and Conditions.

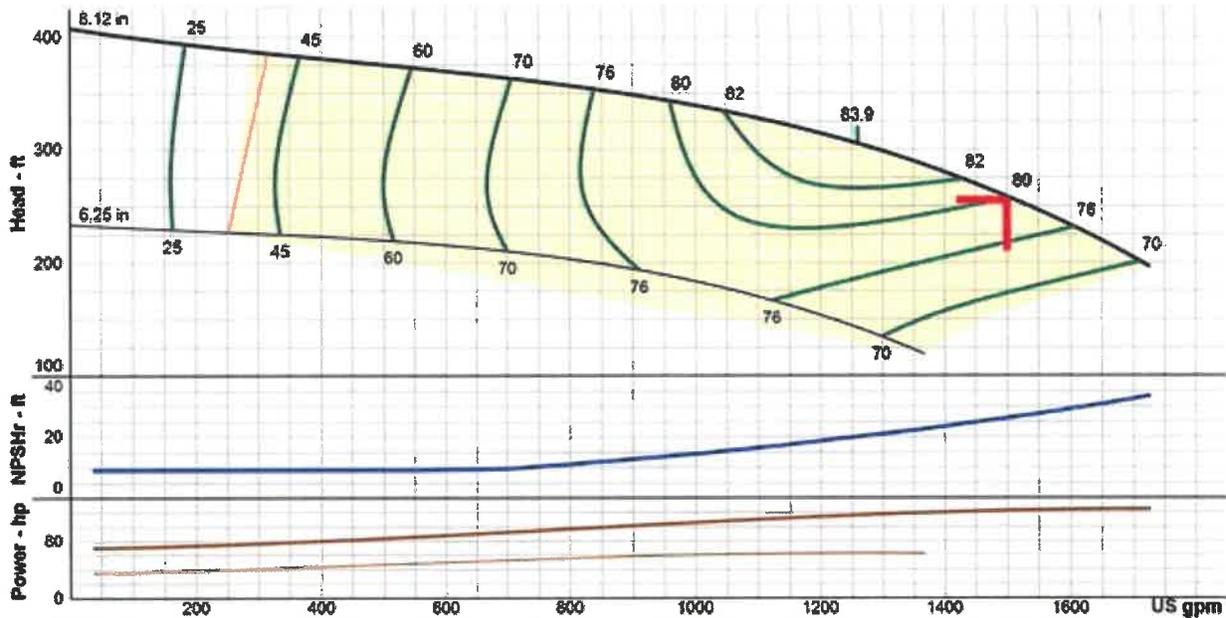
Thank you for choosing Layne Christensen Company and giving us the opportunity to be your water resources solution provider.

Sincerely,

Ricky Trujillo
Account Manager
909-957-7782

Performance Curve

Product Name: VIT - Short Set Lineshaft Turbine Pumps
Product Id: GWT_VIT



Curve & hydraulic data presented is nominal performance based on ANSI/HI 14.6 acceptance grade 1B. Design values are guaranteed within the following tolerances: Flow \pm 5%, Head \pm 3%, and optionally either Power + 4% or Efficiency - 3% at manufacturer's discretion.

Series	GWT_VIT	Max Power on Design Curve	124.00 Hp
Size	12RJHC	Max Power on Max Imp Trim	124.00 Hp
Additional Size	-	Guaranteed Max Power on Design Curve	128.96 Hp
Speed	1,770 RPM	Guaranteed Max Power on Max Imp Trim	128.96 Hp
Number of Stages	5	Flow at BEP	1,260 USgpm
Frequency	60 Hz	Head at BEP	305 ft
Impeller Trim	8.12 in	NPSH Required	26.1 ft
Additional Impeller	-	Specified NPSH Avail.	33.17 ft
Impeller Maximum Trim	8.12 in	Specified NPSH Avail. Margin	1.1
Specified Flow	1,500 USgpm	Min Flow	315 USgpm
Specified Head	255 ft	Flow on Max Imp Trim @ Max Power	1,728 USgpm
Flow at Design	1,500 USgpm	Shut Off Head	408 ft
Head at Design	258 ft	Shut Off Power	69.8 Hp
Run Out Flow	1,728 USgpm	Shut Off Disc Pressure	176 psi
Run Out Head	196 ft	Fluid Type	Water
Run Out Power	124 Hp	Water Temperature	68 °F
Run Out Efficiency	68.8 %	Allowable Sphere Size	0.94 in
Run Out Npshr	33.4 ft	Exact Bowl Diameter	11.6 in
Efficiency at Design	80.10 %	Curve Id	E6413CCPC1
Guaranteed Efficiency at Design	77.70 %	Thrust K Factor	9.5 lb/ft
Best Efficiency	83.9 %	Add Thrust K Factor	9.5 lb/ft
Driver Size	150 Hp	Max Lateral	1.001 in
Power at Design	122.00 Hp	Total Flow Derate Factor	1
Guaranteed Power	126.88 Hp	Total Head Derate Factor	1
Flow on Design Trim @ Max Power	1,728 USgpm	Total Efficiency Derate Factor	1
Service Factor	No	Total NPSHr Derate Factor	1
		Acceptance Grade	1B



Office
1717 W. Park Ave.
Redlands, CA. 92373
909-390-2833
www.graniteconstruction.com

10/6/2020

Well Rehabilitation or Repair Notice:

Liability Notice:

Water well rehabilitation or well repair may require the use of strong chemical agents and/or mechanical techniques that impart higher than normal stresses on the well. This is necessary to effectively repair the well casing or disperse and distribute the chemicals to breakdown any mineral build up, bio-fouling or encrustation. Layne will use standard industry practices available to repair or rehabilitate the well; however, it is possible due to poor construction practices, poor construction materials, pre-existing conditions, etc. that damage may occur. Impairment is very unlikely, and rarely occurs, but should such events such as gas production, increased sand production, reduced capacity, casing damage, surface subsidence, water quality changes or complete well failure occur, Layne Christensen will not be held liable for any damage due to these repair or rehabilitation processes.

Ricky Trujillo
Account Manager
909-957-7782

TERMS AND CONDITIONS

LIABILITY OF CONTRACTOR: Contractor shall not be liable for any bodily injury, death, or injury to or destruction of tangible property except as the same may have been caused by the negligence of Contractor. In no event shall Contractor be liable for any delays or special, indirect, incidental or consequential damages. Purchaser agrees that the total limit of Contractor's liability (whether based on negligence, warranty, strict liability or otherwise) hereunder, shall not exceed the aggregate amount due Contractor for services rendered under this contract. All claims, including claims for negligence or any other cause whatsoever, shall be deemed waived unless made in writing and received by Contractor within one (1) year after Contractor's completion of work hereunder.

INSURANCE: Contractor shall provide workers' compensation insurance, public liability and property damage insurance covering its employees and operation. Purchaser, at its option, may maintain such insurance as will protect it against claims arising out of the work.

REIMBURSABLE COST: In addition to the hourly charge provided on the face of this contract, Purchaser will reimburse Contractor for travel and living expenses necessarily incurred by the Contractor in the performance of the work, minor incidental expenses such as overnight mail, telephone and petty cash expenditures necessarily incurred, cost of removal of all debris if so directed by Purchaser, sales, consumer, use and similar taxes required by law and the cost of permits and all licenses necessary for the execution of the work. The foregoing costs shall be billed at actual cost plus fifteen percent (15%) unless otherwise agreed upon.

PRICE ADJUSTMENT: Any cost estimates or time frames stated herein are subject to equitable adjustment in the event of differing or unforeseeable conditions, changes in applicable laws after the date of this contract, unforeseeable delays or difficulties caused by acts of God, Purchaser or any third parties. Prices of goods acquired by Contractor from others shall be adjusted to reflect Contractor's prices in effect at time of shipment. The price of Contractor's goods will be adjusted to the price in effect at time of shipment in accordance with Contractor's current association policies or as specifically covered in this contract.

TERMS: Thirty (30) days net from date of invoice. For extended projects, Contractor shall submit invoices on a monthly basis for any and all work completed and materials or equipment provided during the previous month. Past due invoices shall be subject to a delinquency charge of one and one-half percent (1-1/2%) per month (eighteen percent (18%) per annum) unless a lower charge is required under applicable law, in which case the lower rate shall apply. Purchaser agrees to pay all collection fees, attorneys' fees and costs incurred in the collection of any past due amounts arising out of this contract. Contractor shall have the right to immediately terminate this contract without further liability if Purchaser fails to make timely payment or otherwise materially breaches this contract.

MATERIAL SHORTAGES AND COST INCREASES: If any portion of materials or equipment which Contractor is required to furnish becomes unavailable either temporarily or permanently, through causes beyond the control and without the fault of Contractor, then in the case of temporary unavailability any completion time frames shall be extended for such period of time as Contractor shall be delayed by such above-described unavailability, and in the case of permanent unavailability Contractor shall be excused from the requirement of furnishing such materials or equipment. Purchaser agrees to pay Contractor any increase in cost between the cost of the materials or equipment which have become permanently unavailable and the cost of the closest substitute which is then reasonably available.

DELAYS: If Contractor is delayed at any time in the progress of work by labor disputes, fire, unusual delays in transportation, unavoidable casualties, weather, or any cause beyond Contractor's reasonable control, then any completion time frames shall be extended by a reasonable period of time, at least equal to the period of delay.

CHANGED CONDITIONS: The discovery of any hazardous waste, substance, pollutants, contaminants, underground obstructions or utilities on or in the job site which were not brought to the attention of Contractor prior to the date of this contract will constitute a materially different site condition entitling Contractor, at its sole discretion to immediately terminate this contract without further liability.

ESCALATION: This contract is made with the understanding that Contractor will be able to begin and continuously proceed with its work on or before the proposed start date on the reverse side hereof. In the event Contractor is unable to commence its work on or before said date because the project is not ready for Contractor's work, Contractor will charge Purchaser the amount of increase in Contractor's cost attributable to such delay, plus Contractor's normal overhead percentage.

GUARANTEE AND LIABILITY: Contractor warrants that its labor supplied hereunder shall be free from defect and shall conform to the standards of care in effect in its industry at the time of performance of such labor for a period of twelve (12) months after substantial completion of Contractor's work. Contractor agrees, to the extent it is permitted, to pass on any warranties provided by the manufacturers of materials and/or equipment furnished under this contract. Contractor itself provides no warranty, express, implied or otherwise, on any such materials or equipment. Contractor will not be responsible for work done, material or equipment furnished or repairs or alterations made by others.

For any breach hereunder, Contractor shall be liable only for the value of the installation work or, if it wrongfully fails to install, then its liability is limited to the difference between the contract price herein and the value of other similar installation work. If Contractor's breach damages any materials or equipment furnished hereunder, Contractor shall only be liable for the value of such materials or equipment. Under no circumstances will Contractor be liable for consequential, special or indirect damages, including without limitation, any crop loss or damage, damage to other equipment, structures or property, nor for any other similar or dissimilar damages or losses whether due to delay, failure to furnish or install, delay in installation, defective material or equipment, defective workmanship, defective installation, delay in replacing, nor for any cause or breach whatsoever. In any event, Contractor's total liability towards Purchaser for alleged faulty performance or nonperformance under this contract shall be limited to the total contract price. No materials, equipment or services contracted herein carries any guarantee not mentioned in this contract. THE ABOVE WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WHICH ARE HEREBY DISCLAIMED.

TITLE AND OWNERSHIP: In case of default on Purchaser's part, Contractor shall have the right to enter the premises upon which any material or equipment furnished herein have been installed and retain such goods not then paid for and pursue any further remedy provided by law, including recovery of attorneys' fees and any deficiency to the maximum extent and in the manner provided by law. Such materials and equipment shall retain their character as personal property of Contractor until payment in full is received by Contractor, regardless of their mode of attachment. Unless prior specific written instructions are received to the contrary, surplus and replaced materials and equipment resulting from repair or installation work shall become the property of Contractor.

DELIVERY: Shipment schedules and dates, expressed or implied, are contingent on normal conditions. Contractor will not be responsible for any delays in shipment or completion caused by factors beyond its control such as, but not limited to, suppliers' failures, accidents, work stoppages or operation of or changes in the law. Shipments will be made as promptly as Contractor's ability to obtain materials and/or equipment and scheduling will permit. No delay in shipments or variances from shipping schedule shall be cause of cancellation or any claim for damage. Any changes in layout or design requested after acceptance of this contract will be made at Purchaser's additional cost. Any such change and/or time taken to supply engineering data or to approve drawings will automatically extend shipping schedules. Equipment will be shipped "knocked down" to the extent Contractor considers necessary, with small parts stripped from equipment and crated. On and after delivery to the carrier for transportation to the Purchaser's site, Purchaser shall be responsible for all loss or damage to materials or equipment due to any cause, including but not limited to loss or damage resulting from casualty.

INDEMNIFICATION: Purchaser agrees to indemnify and hold Contractor, its directors, officers, stockholders, employees, agents and subcontractors, harmless from and against any and all claims, demands, causes of action (including third party claims, demands or causes of action for contribution or indemnification), liability and costs (including attorneys' fees and other costs of defense) asserted and/or filed by Purchaser or any third party(ies), including without limitation Purchaser's employees, and arising out of or as a result of: (i) the presence of Contractor or its subcontractors at the job site, (ii) the work performed by Contractor or its subcontractors, or (iii) any negligent act or omission of Purchaser, its employees, agents, consultants, other contractors or any person or entity under Purchaser's control, except to the extent that such claims, demands, causes of action, liabilities or costs are caused by the negligence of Contractor or its subcontractors.

INTERPRETATION: This contract shall be governed by and construed in accordance with the laws of the state of the job site location. If any term, provision or condition contained herein shall, to any extent, be invalid or unenforceable, pursuant to state law or otherwise, the remainder of the terms, provisions and conditions herein (or the application of such term, provision, or condition to persons or circumstances other than those in respect of which it is invalid or unenforceable) shall not be affected thereby and such term, provision and condition of this contract shall be valid and enforceable to the fullest extent permitted by law.

ASSIGNMENT & SUBLETTING: Purchaser shall not have the right to transfer or assign its rights and/or obligations under this contract to any third party, related or unrelated, without the express written consent of Contractor. Contractor shall have the right to transfer, assign or sublet all or any portion of its rights or obligations hereunder, but such transfer, assignment or subletting shall not relieve Contractor from its full obligations to Purchaser unless such transfer, assignment or subletting is pursuant to the sale of Contractor, or the division of Contractor responsible for this contract to a third party.

MISCELLANEOUS: The terms and conditions set forth herein constitute the entire understanding of the parties relating to the work to be performed, and materials and equipment to be provided, by Contractor for the Purchaser. All previous proposals, offers, and other communications relative to the provisions of the subject work, oral or written, are hereby superseded, except to the extent that they have been expressly incorporated herein. Any modifications or revisions of any provisions herein or any additional provisions contained in any purchase order, acknowledgment, or other form of the Purchaser are hereby expressly objected to by Contractor and shall not operate to modify this contract. This contract shall take effect upon acceptance and execution by both parties.

ATTACHMENT B



159 N. ACACIA STREET * SAN DIMAS, CA 91773
PHONE: (909) 599-9606 * FAX: (909) 599-6238

CAMARILLO, CA 93010 * PHONE: (805) 482-1215
www.genpump.com

WELL & PUMP SERVICE SINCE 1952

Lic. #496765

Serving Southern California and Central Coast

September 30, 2020

Via Email

Inframark
6900 Bissell Street
Huntington Park, California 90255
Attn: Joanna Rodarte

Subject: Well 18 – Pump Removal, Inspection, and Reinstallation

General Pump Company recently inspected your pump equipment at Well 18. The inspection showed that the noise/vibration appeared to be coming from down inside the pump and at the oil receiver bearing. The sub-surface noise appears to be worn bearings. The flow also has fallen off considerably from original hydraulic design, this is indicating impeller and seal ring surface areas are worn and oversized. This would also be a good indicator as to why loss of production. The motor appeared to operate fairly smoothly, although we would recommend it be sent in and evaluated. The motor oil appears to be dark and compromised.

Since this well is a key contributor to the city, I will include the cost to furnish a temporary pump that will allow the city to keep the production of this well while the repairs to the permanent pump & motor are made. I would allow 65-75k allowance for the repairs or replacement of pump equipment & motor repair. I would also allow 4-6 weeks for acquiring equipment, making repairs and reinstalling.

We could probably have a test pump ready for installation within a couple of weeks with your approval.

This quote includes pump removal, transportation of pump equipment each way and reinstallation, startup costs. It will also include a video of the well prior to installing a temporary pump. Any repairs to the existing pump/motor equipment will be quoted separately as well as any well cleaning activity if required.

This quote also includes the cost to install and remove a temporary pump, and includes connections to your electric panel, piping and startup included.



Shop Labor

- Load required materials needed for the safe removal of equipment
- Unload complete pump assembly
- Pressure wash and prep equipment for teardown and evaluation
- Tear down bowls and inspect
- Visually inspect Column, tube and shaft

Est. 12 Hrs. @ \$109/Hr. \$ 1,308.00

Note: Engineering inspection included at *no charge*

Outside Service

- Video log well \$1,250.00
- Oil Disposal (*Est*) 800.00 2,050.00

Field Labor – Pull

- Mobilize to site.
- Safely move equipment onto location with assistance from water department
- Verify lock out / tag out of electrical
- Tailgate safety meeting
- Remove complete pump and prepare for transportation to GPC facility
- Bail and containerize oil
- Sound and prep well for video

Three-Man Crew with Rig & Service Truck –
Est. 20 Hrs. @ \$499/Hr. \$9,980.00
Est. OT 4 Hrs. @ \$165/Hr. 660.00 10,640.00

Install

- Mobilize to site and verify electrical.
- Tailgate safety meeting.
- Install repaired pump equipment and motor.
- Wire up, check rotation, take lift, and perform start up.
- Collect operational data and demobilize.

Three-Man Crew with Rig & Service Truck
Est. 20 Hrs. @ \$499/Hr. 9,980.00
Est. OT 4 Hrs. @ \$165/Hr. 660.00

Electrician & Service Truck
Est. 8 Hrs. @ \$170/Hr. 1,360.00 12,000.00



Shop Labor (Temporary Pump)

- Assemble test pump rates for 1200 gpm @ 240' of total dynamic head.
Setting to be 240' TPL

Est. 46 Hrs. @ \$109/Hr. 5,014.00

Field labor (Furnish, Install and remove Temporary Pump)

- Installation and Removal of temporary Pump
3 Men & Service Truck - *Est.* 38 Hrs. @ \$499/Hr. 18,962.00
- Installation and removal of pipeline & Control panel
2 Men & Crane – *Est.* 16 Hrs. @ \$299/Hr. 4,784.00 23,746.00

Rentals

- Temporary Pump - *Est.* 6 weeks 2,860.00
- Locking well device 40.00
- Oil Container drums 20.00
- VFD rental - Includes cables 1,128.00
- Discharge manifold 946.00
- Porta-Potty 600.00 5,594.00

Total Labor & Materials \$ 60,352.00

Should you have any questions or need additional information, please do not hesitate to contact us. Thank you.

Sincerely,

GENERAL PUMP COMPANY, INC.

Tom Nanchy

Tom Nanchy
Sr. Project Manager/Project Engineer

ITEM NO. 8

URGENCY ORDINANCE NO. XXXX

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA ESTABLISHING PROCEDURES FOR LOCAL CONSULTATION AND COORDINATION BETWEEN THE CITY OF HUNTINGTON PARK AND STATE, COUNTY AND OTHER PUBLIC AGENCIES DESIRING TO ESTABLISH, IMPLEMENT, OR OPERATE TEMPORARY OR PERMANENT HOUSING FOR PERSONS EXPERIENCING HOMELESSNESS OR PERSONS WHO TEST POSITIVE FOR COVID-19 OR THOSE WHO HAVE HAD HIGH-RISK EXPOSURE TO COVID-19 AT HOTELS, MOTELS, OR OTHER PUBLIC AND PRIVATE FACILITIES

WHEREAS, international, national, state, and local health and governmental authorities are responding to a pandemic outbreak of a respiratory disease caused by a novel coronavirus now known as COVID-19; and

WHEREAS, on March 4, 2020, California Governor Gavin Newsom proclaimed a “state of emergency” throughout the State in response to COVID-19, and in furtherance of this proclamation has issued several Executive Orders that include extraordinary measures directed at slowing the spread of COVID-19 and reducing impacts to residents and businesses; and

WHEREAS, since the initial declaration of a “state of emergency” Governor Newsom has issued additional Executive Orders in an effort to address the circumstances surrounding the impacts created by COVID-19; and

WHEREAS, given these conditions, on March 17, 2020, the City Council of the City of Huntington Park proclaimed the existence of a local emergency to allow prompt response to emergency conditions at the local level, and provide the City access to federal, state, and local resources during the crisis; and

WHEREAS, the City Council has reconsidered the conditions giving rise to the “local emergency” proclamation made by the City Council on March 17, 2020, and has determined that the conditions giving rise to the local emergency continue to exist; and

WHEREAS, on April 16, 2020, the City Council adopted Urgency Ordinance No. 2020-XXXX, enacting (1) a temporary emergency moratorium on the use of hotels, motels, airbnbs

or other residential properties for hire or rent located in the city of Huntington Park for converting or utilizing their businesses or properties for covid-19 uses or purposes without prior city approval, (2) a temporary emergency moratorium on drive through covid-19 testing locations without prior city approval, and (3) restating and reaffirming the importance of local control over land use and related activities during the current state of emergency; and

WHEREAS, the Court in the matter titled *County of Los Angeles v. City of Norwalk*, et al. Case No. 20STCP01480, concluded that the County of Los Angeles cannot compel the City to comply with Governor Newsom’s Executive Orders by unilaterally implementing Project Roomkey within the City without first consulting the City as required under the Governor’s Executive Order No. 25-20 and Project Roomkey guidelines; and

WHEREAS, the Court further concluded Governor Newsom’s Executive Orders do not expressly authorize Project Roomkey facilities to house asymptomatic persons experiencing homelessness who are at risk of serious health consequences if they were to contract COVID-19; and

WHEREAS, the Court further concluded the County, through the Board of Supervisors, may issue its own order providing authority for it to establish temporary housing to protect high- risk individuals, defined as persons experiencing homelessness who are over 65 years of age or who have underlying health conditions; and

WHEREAS, on July 23, 2020, Los Angeles County Board of Supervisors Chair, Kathryn Barger, issued an executive order under the authority of California Government Code section 8550 *et seq.* and County Code section 2.68.150, following the proclamation of the existence of a local health emergency regarding COVID-19, which provides “the County of Los Angeles, in order to achieve the goals of Project Roomkey, shall have the authority to establish temporary housing at hotels and motels in local communities to protect high risk individuals, defined as persons experiencing homelessness who are over 65 years of age or who have underlying health conditions, and who require emergency non-congregate shelter as a social-distancing measure;” and

WHEREAS, the City Council desires to establish reasonable procedures for the meaningful consultation and coordination between public agencies and the City prior to the establishment of temporary and permanent housing at hotels and motels and other public and private facilities within the City in connection with Project Roomkey, Project Homekey, and other similar programs and high risk individuals experiencing homelessness or persons who testing positive for covid-19 or those who have had high-risk exposure to COVID-19, to preserve and protect public peace, health, and safety of the residents of the City of Huntington Park consistent with the mandates of applicable executive orders and guidelines promulgated by the Governor and the Court's ruling in *County of Los Angeles v. City of Norwalk*; and

WHEREAS, the City Council finds this Urgency Ordinance is necessary for the immediate preservation of the public peace, health and safety of the residents of the City of Huntington Park; and

WHEREAS, all legal prerequisites to the adoption of this Ordinance have occurred, and the City Council has duly considered all evidence presented in connection with its consideration of this Ordinance which justify adoption of this Ordinance as an emergency measure to be effective immediately upon adoption by a majority vote of the City Council.

THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK HEREBY ORDAINS:

SECTION 1: The City Council of the City of Huntington Park hereby finds and determines that all of the foregoing recitals are true and correct and are incorporated as part of the City's findings.

SECTION 2: The City Council of the City of Huntington Park finds that this action is exempt under the California Environmental Quality Act (CEQA), because it is an administrative activity of government that will not result in direct or indirect physical changes in the environment, and therefore does not constitute a "project" as defined by CEQA Guidelines section 15378.

SECTION 3: The City Council of the City of Huntington Park hereby adopts this Urgency Ordinance as an emergency measure pursuant to Government Code Section

36934 for the immediate preservation of the public peace, health, and safety, and is adopted and justified based on the findings set forth in the Recitals of this Ordinance; which are supported by substantial evidence in the record associated with the City Council's consideration hereof. By adopting this Urgency Ordinance, the City Council of the City of Huntington Park rescinds its previously adopted Urgency Ordinance No. 2020-XXXX, enacted on April 16, 2020.

SECTION 4: Based on the above findings and staff's presentation, the City Council hereby adopts Ordinance No. 2020-XXXX establishing reasonable procedures for local coordination and consultation between the City of Huntington Park and the State of California, County of Los Angeles, or other public agencies (1) intending to establish, implement, or operate temporary or permanent housing for persons experiencing homelessness or persons who testing positive for COVID-19 or those who have had high-risk exposure to COVID-19 at hotels, motels or other public or private facilities located in the City of Huntington Park or (2) place any drive through COVID-19 testing locations in the City of Huntington Park, as follows:

(A) Intent and Purpose. The purpose of this Ordinance is to establish reasonable procedures for the coordination and consultation between the City of Huntington Park and the County or State in connection with (1) the establishment of temporary or permanent housing under Project Roomkey, Project Homekey, or such other authorized programs, and (2) the establishment of drive through COVID-19 testing locations within the City of Huntington Park, that is consistent with the Governor's Executive Orders and the Court's ruling in *County of Los Angeles v. City of Norwalk*, et al. Case No. 20STCP01480. This Ordinance does not grant or authorize the City of Huntington Park to approve, deny, or prohibit any Project Roomkey or Project Homekey facility in the City or any COVID-19 drive through testing location, but is intended to establish parameters and guidelines for the coordination and consultation between applicable Public Agencies.

(B) Definitions. For purposes of this Ordinance, the following words and phrases shall have the meanings set forth below:

"Coordination" shall mean the meaningful and timely process of discussing and considering the views of all parties, and where feasible, seeking agreement, which is conducted in a manner that is mutually respectful of each party.

“*County*” shall mean the County of Los Angeles or county agency.

“*County Agency*” shall mean any county office, officer, department, division, bureau, board, and commission.

“*Facility*” shall mean any hotel, motel, or other public or private place, structure, or building used for housing persons experiencing homelessness or persons who testing positive for COVID-19 or those who have had high-risk exposure to COVID-19 and includes Testing Facility as defined below.

“*Local Agency*” shall mean a county, school district, special district, political subdivision, or any board, commission, or agency thereof.

“*Project Homekey*” shall mean the state-wide initiative authorized under Assembly Bill No. 83 and Senate Bill No. 74.

“*Project Roomkey*” shall mean the state-wide initiative authorized by the Governor’s Executive Order N-25-20 issued March 12, 2020.

“*Public Agency*” shall mean any state or local agency.

“*State*” shall mean the State of California or any state agency.

“*State agency*” shall mean any state office, officer, department, division, bureau, board, and commission or other state body or agency.

“*Testing Facility*” shall mean any outdoor, drive through testing or other facility which is intended to secure medical samples from individuals seeking COVID-19 medical results.

(C) Initiation of Coordination with City. The County and State shall initiate coordination with the City no later than seven (7) business days prior to entering into an agreement with any hotel, motel, or other public or private facility for purposes of establishing or operating temporary or permanent housing under Project Roomkey, Project Homekey, Testing Facility or any other County or State program and submit basic facility information to the City in writing in order to allow the City to provide timely, meaningful feedback and comments as required by Project Roomkey and Project Homekey. Basic facility or testing information shall include the following facility information:

1. Name and address of proposed facility location;
2. A description of the proposed facility identifying the clients to be served and the services (medical or non-medical) to be offered in association with the proposed facility;

3. Number of proposed rooms to be used and the maximum occupancy of the proposed facility;
4. Anticipated length of operation at the proposed facility;
5. Name and address of entity staffing the proposed facility;
6. Description of any wrap-around services provided at the proposed facility and for Testing Facilities the hours/days of operation and traffic flow or pattern;
7. A copy of any house or client rules for proposed facility;
8. A security plan for the proposed facility, including the name of the company or firm who will provide security for the facility;
9. Description of exit plan for individuals who receive temporary assistance so that they do not become homeless and return to the streets once the proposed facility concludes; and
10. Such other information the City Manager deems relevant and reasonably necessary.

(D) Written Response from the City. Within three (3) business days of the City's receipt of the basic facility information, the City shall provide a written response describing any concerns or comments associated with the proposed facility.

(E) Meet and Confer. The parties shall meet and confer within two (2) business days after the City issues its written response. The parties may meet and confer in person, in writing, by telephone, or videoconference.

SECTION 5: Severability. If any section, subsection, paragraph, sentence, clause, phrase, or portion thereof, of this Ordinance is declared by a court of competent jurisdiction to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have adopted this Ordinance, and each section, subsection, paragraph, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, paragraphs, sentences, clauses, phrases, or portions thereof, be declared invalid or unconstitutional. To this end, the provisions of this Ordinance are declared to be severable.

SECTION 6: The City Council of the City of Huntington Park hereby passes this Urgency Ordinance by a four-fifths vote of the City Council.

SECTION 7: The City Clerk shall attest and certify to the adoption of this Ordinance and shall cause this Ordinance to be published or posted as required by law.

SECTION 8: This Ordinance shall go into effect and be in full force and effect immediately upon adoption.

APPROVED and ADOPTED this _____ day of _____, 2020.

Manuel "Manny" Avila
Mayor

ATTEST:

Sergio Infanzon, City Clerk

APPROVED AS TO FORM:

Arnold M. Alvarez-Glasman,
City Attorney

STATE OF CALIFORNIA)
) ss
COUNTY OF LOS ANGELES)

I, Sergio Infanzon, City Clerk of the City of Huntington Park, does hereby certify that the foregoing Urgency Ordinance, being Ordinance No. XXXX, was duly passed, approved and adopted by the City Council of the City of Huntington Park at a regular meeting of the City Council duly held in the City of Huntington Park on Tuesday, _____, and thereafter adopted at a meeting of said City Council by the following vote:

AYES:	Councilmembers:
NOES:	Councilmembers:
ABSENT:	Councilmembers:
ABSTAIN:	Councilmembers:

And thereafter was duly signed by the Mayor of the City of Huntington Park.
Executed this ____ day of October, 2020, at Huntington Park, California.

Sergio Infanzon, City Clerk

(SEAL)

ITEM NO. 9

ITEM NO. 9

CONSIDERATION AND POSSIBLE APPROVAL OF SIDE LETTER AND AMENDMENT TO MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF HUNTINGTON PARK AND THE HUNTINGTON PARK POLICE OFFICERS ASSOCIATION.

1. A copy of the agenda material for this item will be available on Tuesday, October 20, 2020 at the City Clerk's Office.

ITEM NO. 10

CITY OF HUNTINGTON PARK

City Manager's Office
City Council Agenda Report



October 20, 2020

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

COUNCIL TO CONSIDER ADOPTION OF THE CITY OF HUNTINGTON PARK'S FISCAL YEAR (FY) 2020/21 – 2024/25 CONSOLIDATED PLAN, FY 2020/21 ANNUAL ACTION PLAN, AND CITIZEN PARTICIPATION PLAN

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Conduct a public hearing to consider the City's Housing and Community Development needs for the City's Five-Year Consolidated Plan covering FY 2020/21 -2024/25, the associated FY 2020/21 Annual Action Plan, and the Citizen Participation Plan; and
2. Adopt the Fiscal Year 2020/21- 2024/25 Consolidated Plan, the FY 2020/21 Annual Action Plan, and the Citizen Participation Plan at the close of tonight's public hearing, inclusive of any comments received during the 5-day public review period and during this evening's hearing; and
3. Authorize the City Manager to appropriate allocations to projects and programs with FY 2020/21 CDBG and HOME entitlement allocations; and
4. Authorize the City Manager to execute all required documents for transmittal to the U.S. Department of Housing and Urban Development Department (HUD); and
5. Authorize the City Manager to execute the HUD Funding Approval and Agreement between the Department of Housing and Urban Development and City for the Community Development Block Grant and HOME Investment funds for Fiscal Year 2020/21.

COUNCIL TO CONSIDER ADOPTION OF THE CITY OF HUNTINGTON PARK'S FISCAL YEAR (FY) 2020/21 – 2024/25 CONSOLIDATED PLAN, FY 2020/21 ANNUAL ACTION PLAN, AND CITIZEN PARTICIPATION PLAN

October 20, 2020

Page 2 of 5

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The United States Department of Housing and Urban Development (HUD) mandates that all entitlement grantees submit a 5-year Consolidated Plan, Annual Action Plan and Citizen Participation Plan. In accordance with this requirement, the City of Huntington Park has prepared the FY 2020/21-2024/25 Consolidated Plan and 2020-2021 Annual Action Plan which details how the City plans to use their CDBG and HOME fund allocations to address the priority needs of the City. As a part of this process, the City placed a public hearing notice in the Huntington Park Bulletin newspaper on June 4, 2020 informing residents of the public hearing to be conducted on June 16, 2020; as well as four (4) virtual meetings held on June 8, 2020 at 10am and 11am; and June 10, 2020 at 3pm and 4pm via Facebook Live. The first 5-day review period for the public was set from October 1, 2020 to October 6, 2020, with the first reading to receive and file comments on October 6, 2020. A second 5-day review period for the public was set from October 15, 2020 to October 20, 2020, with the second reading scheduled for October 20, 2020. During the 5-day review periods, the City receives comments regarding activities and the use of CDBG and HOME funds for FY 2020-21 as well as the entire 5-year period. In addition, the City provided residents with a survey related to public services and affordable housing to increase resident participation. Staff was able to collect 395 surveys.

The Five-Year Consolidated Plan provides a strategic framework for the City's housing and community development goals and sets the vision for allocating federal resources to housing, homelessness, community development and special needs. The Annual Action Plan is a funding strategy that articulates the City's utilization of HUD grant funds and other available resources to undertake programs and projects that will help the City meet the goals and objectives outlined in the Five-Year Consolidated Plan.

FISCAL IMPACT/FINANCING

In Fiscal Year 2020-2021, the City will receive \$1,276,124 in CDBG and \$639,661 in HOME funds comprised accordingly:

The City will receive \$1,276,124 in CDBG funds that includes:

- a) Fiscal Year 2020-2021 entitlement allocation of \$1,276,124; and

Additionally, the City will receive \$639,661 in HOME funds that includes:

- a) Fiscal Year 2020-2021 entitlement allocation of \$639,661;

COUNCIL TO CONSIDER ADOPTION OF THE CITY OF HUNTINGTON PARK'S FISCAL YEAR (FY) 2020/21 – 2024/25 CONSOLIDATED PLAN, FY 2020/21 ANNUAL ACTION PLAN, AND CITIZEN PARTICIPATION PLAN

October 20, 2020

Page 3 of 5

Proposed CDBG and HOME Activities. Described below are the priorities, goals, activities, and funding allocations that have been established in the City's Five-Year Consolidated Plan and FY 2020-2021 Annual Action Plan. The proposed activities will further the purpose of the CDBG and HOME programs of developing viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income.

1. PRIORITY HOUSING NEEDS		
GOAL	IMPLEMENTING PROGRAM(S)	ALLOCATION
Preserve Existing and Create New Affordable Housing	<p>First Time Homebuyer HOME funds will be used to provide down payment assistance to eligible First-Time Homebuyers to purchase a home in the City of Huntington Park. A silent second will be provided in the amount up to 20% of the HUD HOME purchase price limit based on the need of the applicant. As of April 2020, the purchase price limit for a single-family home in LA County is \$480,000.</p>	<p>\$575,695 (HOME) Plus allocated funding amount from previous year. (1,000,000)</p>
	<p>Minor Home Repair: The program provides on a citywide basis free exterior minor home repairs, energy conservation activities, security and safety improvements, exterior refurbishing and painting to eligible low and moderate-income households. The program offers a grant of up to \$7,500 to the homeowner for labor and materials and minor repairs to the property.</p>	<p>Use remaining balance from previous year. In FY19-20, 14 households were approved for the program; however due to COVID-19 they were stopped during the process of collecting construction bids. (CDBG)</p>
2. PRIORITY HOMELESS NEEDS		
GOAL	IMPLEMENTING PROGRAM(S)	ALLOCATION
Support Social Service Agencies that Assist Homeless Populations	<p>Huntington Park Homeless Service Program: The program provides services to the homeless, those at-risk of being homeless and low-income families/persons through providing connection to service agencies for shelters, medical, social services and other related needs.</p>	<p>\$15,000 (CDBG)</p>

COUNCIL TO CONSIDER ADOPTION OF THE CITY OF HUNTINGTON PARK'S FISCAL YEAR (FY) 2020/21 – 2024/25 CONSOLIDATED PLAN, FY 2020/21 ANNUAL ACTION PLAN, AND CITIZEN PARTICIPATION PLAN

October 20, 2020

Page 4 of 5

3. PRIORITY SPECIAL NEEDS POPULATIONS		
GOAL	IMPLEMENTING PROGRAM(S)	ALLOCATION
Support Social Service Agencies that Assist Special Needs Populations	Huntington Park Senior Program: The HP Senior Program promotes the benefits of leading a healthier lifestyle among older adults through educational workshops, coordinated physical activities, enrichment activities and other recreation-based events and activities. Additional cleaning requirements due to COVID-19. Due to COVID-19, program implementation will be modified accordingly.	\$195,596 (CDBG)
4. PRIORITY COMMUNITY SERVICES		
GOAL	IMPLEMENTING PROGRAM(S)	ALLOCATION
Provide Needed Community Services to Low/Mod Persons	Parks and Recreation After School Program: The program provides after school supervision at City parks and offers a variety of recreational activities such as sports, a nutrition program, arts and crafts, field trips, and homework assistance. The program serves to improve the safety of the parks for all users, and helps deter crime, vandalism, graffiti and drug use among youth by offering positive alternatives. Program locations include various Parks throughout the City, such as Robert H. Keller Park, Salt Lake Park, and Freedom Park. Additional cleaning requirements due to COVID-19. Due to COVID-19, program implementation will be modified accordingly.	\$216,690 (CDBG)
	Fair Housing Services: The City funds the Fair Housing Foundation to affirmatively further fair housing by providing fair housing related services, including housing discrimination counseling and investigative services, landlord-tenant housing dispute resolution services and education and outreach services.	\$10,000 (CDBG) This allocation will be covered under CDBG administration.
5. OTHER COMMUNITY DEVELOPMENT NEEDS		
GOAL	IMPLEMENTING PROGRAM(S)	ALLOCATION
Planning for Housing and Community Development	CDBG Administration: The funding provides for the overall development, financial management, coordination and monitoring of the CDBG program, HUD communication, public participation, as well as planning and urban environmental design and studies.	\$255,224 (CDBG)

COUNCIL TO CONSIDER ADOPTION OF THE CITY OF HUNTINGTON PARK'S FISCAL YEAR (FY) 2020/21 – 2024/25 CONSOLIDATED PLAN, FY 2020/21 ANNUAL ACTION PLAN, AND CITIZEN PARTICIPATION PLAN

October 20, 2020

Page 5 of 5

	HOME Administration: The funding provides for the overall development, financial management, coordination and monitoring of the HOME program, HUD communication, and public participation.	\$63,966 (HOME)
6. UNALLOCATED FUNDS		
GOAL	IMPLEMENTING PROGRAM(S)	ALLOCATION
Not Applicable	Unallocated CDBG Funds: Non-public service project will be determined at a later date.	\$593,614 (CDBG)
	Unallocated HOME Funds: Note: All funds were allocated to projects this FY 20-21	\$0 (HOME)

CONCLUSION

Upon Council approval, staff will proceed with recommended actions.

Respectfully submitted,



RICARDO REYES
CITY MANAGER

ATTACHMENT A: Draft FY 2020/21 – 2024/25 Consolidated Plan and 2020/2021 Annual Action Plan

ATTACHMENT B: Draft Citizen Participation Plan

ATTACHMENT A



CITY OF HUNTINGTON PARK

FY 2020-2024 CONSOLIDATED PLAN (DRAFT)

July 1, 2020-21 – June 30, 2024-25

FY 2020-2021 ANNUAL ACTION PLAN (DRAFT)

July 1, 2020 – June 30, 2021

CITY OF HUNTINGTON PARK
CITY MANAGER'S OFFICE
6550 MILES AVENUE
HUNTINGTON PARK, CA 90255

Executive Summary

ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Executive Summary of the Consolidated Plan (Con Plan) is intended to provide the U.S. Department of Housing and Urban Development (HUD), housing and service providers, City residents and businesses with an overview of Huntington Park's housing and community development needs, and the City's priorities and strategies to address those needs.

The City of Huntington Park is a recipient of federal entitlement grant programs. The Community Development Block Grant (CDBG) and HOME funds are allocated each year by the federal government to support housing and community development activities that principally benefit low and moderate-income households. To receive these federal funds, the City must adopt a five-year strategic Consolidated Plan (ConPlan) that identifies local needs, and how these needs will be prioritized and addressed using federal funds. On June 30, 2020, the City's current five-year (FY 2015/2016–2019/2020) Consolidated Plan will terminate requiring a new five-year Consolidated Plan to be adopted by the City Council.

The ConPlan is implemented through Annual Action Plans which provide a more concise summary of actions, activities and direct and indirect federal resources that will be used to address the needs and goals prioritized by the ConPlan. In turn, the ConPlan and Action Plan are submitted to HUD for review.

Huntington Park's new five-year (2020/2021-2024/2025) Consolidated Plan builds upon several other related planning documents, including: City's 2015-2019 Analysis of Impediments to Fair Housing Choice; City's Capital Improvement Program 5-Year Project Schedule; LAHSA's 2019 Point in Time Homeless Count; City's General Plan and Housing Element.

The entitlement programs that the City will be administering during the 5-Year Consolidated Plan period will be the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Programs.

- CDBG Funds are used to develop viable urban communities by providing decent housing, suitable living environments, and expanding economic opportunities, principally for low- and low to moderate- income persons.

- HOME Funds a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. It is one of the largest federal block grants for state and local governments to create affordable housing for low-income households.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The City's Consolidated Plan strategy includes general priorities to meet the needs of the community and the City's rationale for investment of federal funds. In order to address the needs, the City identified the following priorities as having the greatest need in the community:

1. Sustain and Strengthen Neighborhoods, Public Facilities and Infrastructure
2. Preserve Existing and Create New Affordable Housing
3. Public/Community Services
4. Planning for Housing and Community Development

These priorities were formed based on the national objectives and outcomes supported by HUD as described below.

- Provide decent affordable housing. The activities that typically would be found under this objective are designed to cover a wide range of housing possibilities under HOME and CDBG.
- Creating a suitable living environment. In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
- Creating economic opportunities. This objective applies to the types of activities related to economic development, commercial revitalization, or job creation and/or retention.

National Objective Outcomes

The outcomes reflect what the grantee seeks to achieve by the funded activity. The City of Huntington Park associates the national objectives to these outcomes.

- Availability/Accessibility;
- Affordability; and
- Sustainability.

Demo

The City's strategy to meet HUD's national objectives and outcomes are described in the attached Table below.

3. Evaluation of past performance

During the previous five-year period, the City of Huntington Park used CDBG and HOME funds to accomplish the following objectives:

Decent Housing

- The Residential Rehabilitation Program provides assistance up to \$50,000 for property renovations and rehabilitation for owner-occupied single-family homes. During the 2015-2019 Consolidated Plan period, the City was able to successfully assist XX eligible households in the rehabilitation of their home. The Middleton Project, a 20-unit housing complex of which 9 extremely low and 10 very low-income eligible residents reside. One unit was left for the on-site property manager. The complex was provided a notice of completion in 2019. All units have been successfully filled with eligible residents.
- The Marconi Project, a 1 bedroom/1 bath unit and garage was constructed in 2018. The unit has been successfully filled with the income eligible resident.
- **Suitable Living Environment**
- The Minor Home program was reinstated in FY 2015-16 with the assistance of a local non-profit, Los Angeles County Neighborhood Housing Services (NHS). Immediately following, the City brought the program back in-house to successfully provide minor home grants to Huntington Park residents. During the FY 2019-20, the City successfully approved 14 residents; however, due to the coronavirus pandemic the program has been placed on hold.
- The Code Enforcement Program made great strides with the community in educating, evaluating and enforcing the City's Municipal Code.
- During FY2019-20, the City started the Emergency Business Assistance program that provided \$10,000 forgivable loans to qualified business who were impacted by COVID-19. Twenty (20) business were selected of which ten (10) business owners must both live and work in the City of Huntington Park.
- The City continuously assisted various public service agencies during the previous five-year period. Decreases in allocations have taken a toll on the number of grants provided to service agencies; however, the City has not let this situation put a damper on assisting the residents of the community. In FY2019-20, the City assisted:
 - Afterschool Program: 130 unduplicated youth
 - Senior Program: 326 unduplicated seniors
 - Salvation Army: 101 unduplicated persons
 - Fair Housing: 189 unduplicated persons

- The City of Huntington Park allocated CDBG funds towards infrastructure improvements over the past five years. The Various Street Improvement Project was one of the largest, most comprehensive street rehabilitation projects completed over her past five years.

Economic Opportunity

The City of Huntington Park Huntington has been working with local agencies to determine how to best assist the local business community. Over the past 5 years, the City has awarded HUB Cities, a local agency that provides free business educational workshops and guidance to business owners as well as assist residents looking for employment. During the 2020-2024 Consolidated Plan period, the City will pursue a new partnership with an economic development subrecipient to continue to assist the Huntington Park's business community

4. Summary of citizen participation process and consultation process

The City developed its 2020-2024 Consolidated Plan through extensive consultation and coordination with housing, social service, and healthcare providers; public agencies; the local public housing agency; and the community residents. As a means of gaining input from these agencies and the community, the City conducted phone interviews, public hearings, Facebook Live meetings, surveys, and invited local grantees to provide comments on the draft Consolidated Plan and Action Plan. In addition, consultation in the development of the Consolidated Plan involved several City departments.

The City followed HUD's guidelines for citizen and community involvement in preparation of the Consolidated Plan and Action Plan to encourage citizen participation in the preparation of the documents. The City also undertook several activities such as phone interviews, community meetings via Facebook Live, Community Needs Survey and Agency Needs Surveys.

A draft of the five-year Consolidated Plan and 2020-2021 Annual Action Plan was available for public comment for a 5-day period (October 1-October 6, 2020). The City Council will hold the first reading at a public hearing on October 6, 2020, providing residents and interested parties a final opportunity to comment on the Consolidated Plan prior to adoption and submittal to HUD. The second reading will be held on Tuesday, October 20, 2020.

5. Summary of public comments

Please see the attached chart that provides the results, the locations and dates of when the surveys were received. During the public review period, the City will continue to collect surveys.

Demo

All comments received were accepted.

7. Summary

The City of Huntington Park was able to collect 395 FY2020-2024 Plan surveys from both in person collection and on-line submittals. The surveys provided valuable input from the community on their priorities and needs in how future Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funds should be spent.

DRAFT CON PLAN

The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	HUNTINGTON PARK	City Manager's Office
HOME Administrator	HUNTINGTON PARK	City Manager's Office

Table 1 – Responsible Agencies

Narrative

Consolidated Plan Public Contact Information

If you have question regarding the Consolidated Plan, please contact:

Federal Funding and Grants Division

Maryleen Linan,

6550 Miles Avenue

(323) 584-6266

mmlinan@hpcsa.gov

PR-10 Consultation – 91.100, 91.110, 91.200(b), 91.300(b), 91.215(l) and 91.315(l)

1. Introduction

As detailed in the following section, the City of Huntington Park developed its five-year (2020-2024) Consolidated Plan through consultation with City departments; housing and public service providers; and adjacent local governments.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The City developed its five-year (2020/2021 - 2024/2025) Consolidated Plan through consultation with City departments; housing and public service providers; adjacent local governments and community input. As a means of gaining input from housing, homeless and social service providers, the City conducted phone interviews and email surveys to gain input from agencies that directly impact the areas of need. Based on the results of the surveys and interview, the City was able to make informed decisions on how to use the HUD funds to assist those in need.

Due to the COVID-19 pandemic, the City received fewer responses from responsible agencies. Once agencies re-open and become more accessible, the City will reach out again to gain their input.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The City participates in Service Planning Area (SPA) 7 of the Continuum of Care for Los Angeles City and County, and coordinates with the LAHSA, local communities and various service agencies to provide a continuum of services and facilities for the homeless and persons at-risk of becoming homeless. As the lead agency, LAHSA helps coordinate efforts among agencies, businesses, community leaders, government agencies and elected officials to determine priority needs and services from a local, regional and county-wide basis. According to HUD, a CoC is "a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and

Demo

maximize self-sufficiency. It includes action steps to end homelessness and prevent a return to homelessness." HUD identifies four necessary parts of a continuum:

- Outreach, in-take, and assessment
- Emergency shelter
- Transitional housing with supportive services
- Permanent & permanent supportive housing with services if needed

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards, and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

The City of Huntington Park does not receive ESG funds. This question is not applicable.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Demo

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	COUNTY OF LOS ANGELES PUBLIC LIBRARY - HUNTINGTON PARK LIBRARY
	Agency/Group/Organization Type	Public Library
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Library provided their comments through a phone interview.
2	Agency/Group/Organization	The Salvation Army Southeast Communities
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Salvation Army provided their comments through a phone interview.
3	Agency/Group/Organization	Huntington Park City Council
	Agency/Group/Organization Type	Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Non-Homeless Special Needs Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Public hearings. City Council members reflect the needs of their constituents in the community, which have been reflected in the needs and priorities identified in the Plan
4	Agency/Group/Organization	Fair Housing Foundation
	Agency/Group/Organization Type	Service-Fair Housing

Demo

What section of the Plan was addressed by Consultation?	Housing Need Assessment
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency Consultation Workshop. The City will continue to provide fair housing and tenant/landlord services to residents.

Identify any Agency Types not consulted and provide rationale for not consulting.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Los Angeles Homeless Services Authority	LAHSA uses housing and demographic data obtained through HMIS and Homeless Counts to determine needs and to pinpoint gaps in housing and services. This in turn helps LAHSA to pool and coordinate resources with the County and cities to develop coordinated homeless access and assessment centers. Huntington Park participates with LAHSA in building the regional continuum of care to address the homeless and persons at-risk of homelessness.

Table 3 – Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(I))

The City of Huntington Park notified the adjacent local governments of Bell, Cudahy, Los Angeles, Maywood, South Gate, and Vernon of the availability of the draft Consolidated Plan for the 5-day review and comment period.

Narrative (optional):

PR-15 Citizen Participation – 91.105, 91.115, 91.200(c) and 91.300(c)

**1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting**

Due to COVID-19, the City held four (4) virtual interactive community meetings. Pre-COVID-19, the City staff and consultants obtained a total of 395 surveys at various locations throughout the City as well as on-line. The locations were Salt Lake Park, Robert Keller Park, Senior Center and Los Angeles County Public Library. The City saw a large increase in participation online versus the standard in person community meetings.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Facebook Live Community Meeting	Entire Community	407 Views, 1 Share (June 8, 2020 at 10am)	23 comments received during Facebook Live Meeting.	Comments and questions were answered live during the meeting.	Not Applicable
2	Facebook Live Community Meeting	Non-English Speaking - Specify other language: Spanish	725 views, 17 shares (June 8, 2020 at 11am)	20 comments received during the Facebook Live Meeting	Comments and questions were answered live during the meeting	Not Applicable
3	Facebook Live Community Meeting	Non-targeted/broad community	Community viewership (June 10, 2020 at 3pm)	Comments and questions were answered during the Facebook Live Meeting	Comments and questions were answered during the Facebook Live Meeting	Not Applicable

Demo

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Facebook Community Meeting	Non-English Speaking - Specify other language: Spanish	Community Viewership (June 10, 2020 at 4pm)	Comments and questions were answered live during Facebook Live meeting	Comments and questions were answered live during Facebook Live meeting	Not Applicable
5	Newspaper Ad	All residents	Public Notice was placed in the Huntington Park Bulletin on June 4, 2020	No comments were received	No comments were received.	Not Applicable
6	Internet Outreach	Citywide both English and Spanish	See summary of responses to electronic surveys in Appendix	The City received 93 electronic surveys.		
7	Surveys	Citywide both English and Spanish	See summary of responses to paper surveys in Appendix	The City received a total of 302 paper surveys in both English and Spanish.		
8	Newspaper Ad	Citywide both English and Spanish	Public Notice was placed in the Huntington Park Bulletin on October 1, 2020			
9	Public Hearing	Citywide both English and Spanish	Public Hearing- First Reading			

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
10	Newspaper Ad	Citywide both English and Spanish	Public Notice will be placed on October 15, 2020			
11	Public Hearing	Citywide both English and Spanish	Public Hearing- Second Reading			

Table 4 – Citizen Participation Outreach

DRAFT

Needs Assessment

NA-05 Overview

Needs Assessment Overview

Based on the 395 surveys collect, the City was able to compile a list of the top three (3) priorities for the following services:

COMMUNITY FACILITIES

- (1) Youth Centers
- (2) Health Care Facilities
- (3) Parks and Recreational Facilities

COMMUNITY SERVICES

- (1) Anti-Crime Programs
- (2) Youth Activities
- (3) Mental Health Services

COMMUNITY ACTIVITIES

- (1) Community Beautification
- (2) Sports/Fitness
- (3) After School Program

INFRASTRUCTURE

- (1) Street/Alley Improvement
- (2) Sidewalk Improvement
- (3) Water/Sewer Improvement

NEIGHBORHOOD SERVICES

Demo

- (1) Trash & Debris Removal
- (2) Graffiti Removal
- (3) Parking Facilities

SPECIAL NEEDS SERVICES

- (1) Neglected/Abused Children Centers and Services
- (2) Substance Abuse Service
- (3) Domestic Violence Services

HOMELESS SERVICES

- (1) Homeless Shelters/Services
- (2) Food Banks/Hot Meals
- (3) Emergency Rapid Housing

BUSINESS SERVICES

- (1) Job Creation/Retention
- (2) Business Mentoring
- (3) Commercial/Industrial Rehabilitation

JOB SERVICES

- (1) Employment Preparedness
- (2) Jobs for Veterans
- (3) Jobs for the Disabled

AFFORDABLE HOUSING

- (1) Affordable Rental Housing
- (2) Fair Housing Services
- (3) Senior Housing

HOMEOWNER SERVICES

- (1) First Time Home Buyers
- (2) Energy Efficient Improvements
- (3) Lead-Based Paint Test/Abatement

OVERALL NEEDS

- (1) Create More Jobs Available to Low Income Residents
- (2) Create More Affordable Housing Available to Low Income Residents
- (3) Improve Non-Profit Programs Providing Community Services (Senior Centers, Youth Centers, Food Banks)

DRAFT CON PLAN

NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

Demographics	Base Year: 2009	Most Recent Year: 2015	% Change
Population	58,114	59,005	2%
Households	14,796	14,560	-2%
Median Income	\$35,340.00	\$34,887.00	-1%

Table 5 - Housing Needs Assessment Demographics

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	4,810	3,875	3,175	1,145	1,555
Small Family Households	2,300	2,000	1,490	660	850
Large Family Households	1,045	1,020	1,000	245	480
Household contains at least one person 62-74 years of age	700	585	685	220	420
Household contains at least one person age 75 or older	460	285	185	55	165
Households with one or more children 6 years old or younger	1,655	1,140	895	254	305

Table 6 - Total Households Table

Data Source: 2011-2015 CHAS

Demo

Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	45	50	50	15	160	10	0	4	0	14
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	1,125	660	400	95	2,280	4	35	90	30	159
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	856	595	450	80	1,980	30	115	155	65	365
Housing cost burden greater than 50% of income (and none of the above problems)	1,745	340	10	0	2,095	255	195	220	25	695

Demo

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Housing cost burden greater than 30% of income (and none of the above problems)	335	1,265	470	55	2,125	75	120	260	65	520
Zero/negative Income (and none of the above problems)	55	0	0	0	55	20	0	0	0	20

Table 7 – Housing Problems Table

Data 2011-2015 CHAS

Source:

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	3,770	1,650	915	190	6,525	305	345	465	125	1,240
Having none of four housing problems	515	1,655	1,290	440	3,900	145	225	505	390	1,265
Household has negative income, but none of the other housing problems	55	0	0	0	55	20	0	0	0	20

Table 8 – Housing Problems 2

Data 2011-2015 CHAS

Source:

Demo

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	2,060	1,425	300	3,785	130	140	265	535
Large Related	960	470	180	1,610	70	175	220	465
Elderly	625	249	39	913	140	94	75	309
Other	405	235	110	750	30	25	36	85
Total need by income	4,050	2,379	629	7,058	370	434	598	1,394

Table 9 – Cost Burden > 30%

Data Source: 2011-2015 CHAS

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	1,660	225	10	1,895	95	85	110	290
Large Related	825	90	0	915	70	120	60	250
Elderly	460	39	0	499	100	45	65	210
Other	340	65	0	405	30	25	20	75
Total need by income	3,285	419	10	3,714	295	275	255	825

Table 10 – Cost Burden > 50%

Data Source: 2011-2015 CHAS

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	1,745	950	570	160	3,425	24	75	130	29	258

Demo

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Multiple, unrelated family households	205	285	270	25	785	15	70	120	65	270
Other, non-family households	44	50	10	0	104	0	0	0	0	0
Total need by income	1,994	1,285	850	185	4,314	39	145	250	94	528

Table 11 – Crowding Information – 1/2

Data Source: 2011-2015 CHAS

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	0	0	0	0	0	0	0	0

Table 12 – Crowding Information – 2/2

Data Source
Comments:

Describe the number and type of single person households in need of housing assistance.

In the City of Huntington Park, there are 3,683 single person households experiencing overcrowding which HUD defines as more than one person per room. Of the total single person households 3,425 are renters and 258 are owner occupied. Approximately 12% of renters occupying single-family households live in the lower income category (0-30%AMI) and less than 1% owner-occupied single-family households in lower income category (0-30%AMI). 76% of single-family households experience overcrowding in Huntington Park. There is a disproportionate gap between households within the crowding category with only 24% experiencing crowding. Single family households have a greater need for affordable housing due to higher percentage of single-family households experiencing overcrowding in Huntington Park.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

According to the American Community Survey, (ACS) there are 4,513 people with disabilities in the City of Huntington Park. The State of California estimates that 10.6% of the population has a disability. There are 471 Huntington Park residents reported by the Housing Authority of the County of Los Angeles (HACoLA) that are receiving Housing Choice Vouchers. Unfortunately, the County could not provide the number of participants who are disabled in the City. These statistics confirm the significant need for housing

assistance among the City's disabled population. Persons spending greater than half their incomes on housing are considered precariously housed, and at risk of homelessness. The 2009-2015 CHAS documents 31% of Huntington Park's low and low to moderate-income households spend more than half their incomes on housing. The 4,513 disabled persons make up a portion of the low to moderate population that have a cost burden of >50% along with a disability which puts them at risk for homelessness. As a result, the disabled population is in need of housing assistance. Individuals fleeing domestic violence are generally women and children. While precise estimates for the City of Huntington Park are not available, approximately 31 percent of all women have been victims of violence committed by a spouse or intimate partner nationwide; applying this percentage to Huntington Park's 2018 adult female population (age 20+) translates to an estimated 10,786 women who have been victims of domestic violence.

Immigrant women are particularly vulnerable to abuse and are often reluctant to report incidences or seek assistance from local authorities. Women and their children who are victims of domestic violence often need shelter, transitional housing and services such as counseling and child care. Rainbow Services offers a domestic violence support program at Gage Middle School in Huntington Park. This program provides clients with education, information, clinical counseling and case management services. The goal is that through comprehensive services, the cycle of family violence is broken, and the family can live a life free from abuse and control. The organization can also provide shelter to victims at their San Pedro facility to ensure that homelessness does not occur.

What are the most common housing problems?

The most common housing problem in the City of Huntington Park is cost burden. Among Huntington Park approximately 11,860 low and low to moderate income (<80% AMI) renter households; 7,058 (60%) face a cost burden of spending greater than 30% of income on rent. Renters' within the City are facing a severe cost burden with this number totaling 3,714 (31%) spending more than 50% of income on rent. As depicted in the tables, high levels of severe renter overpayment are in various neighborhoods throughout the City, and generally correspond to areas with high levels of poverty, senior households, and renter overcrowding.

Household overcrowding, defined as greater than one person per room, has decreased among low and low to moderate households from 40% of all renters in 2010 to 36% a decade later (as documented by the 2009-2015 ACS). Severe overcrowding (greater than 1.5 persons per room) impacts 53% of renters in the City. In addition, the City is plagued with substandard housing. The biggest contributors to substandard housing are the City's aging housing stock, household overcrowding, and absentee landlords.

For homeless persons or persons at-risk of becoming homeless, the most significant problem is the lack of affordable rental housing. This problem has been compounded by decreases in funding available through Section 8 and other subsidy funding. For chronically homeless persons and transitional age youth,

there is an insufficient inventory of transitional housing and permanent housing with supportive services designed to meet the specific needs of these populations who often struggle with physical and mental health problems in addition to substance abuse issues. The opening of Mosaic Gardens in Huntington Park provides 24 units of transitional housing for lower income families and transition-age youth linked with mental health and other needed services.

Are any populations/household types more affected than others by these problems?

As reflected in the Tables above, small related households are most impacted by renter cost burden. Regarding small related households, single parent households should be considered among this household. Among the 7,058 low and low to moderate-income renters in Huntington Park, 54% are spending greater than 30% of income on housing costs. Small related households are also most impacted by severe cost burden (spending greater than 50% of income of housing costs) among low and low to moderate-income renters, comprising 51% of the total. As a group, 50% of Huntington Park's low to moderate income small family households (renter and owner) experience a housing cost burden, compared to 25% of large family households, and 15% of senior households.

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance

Rising rents in Huntington Park have placed many lower-income persons at a greater risk of homelessness. Small family households and single mothers are vulnerable due to the high costs associated with childcare. Cost burden for these households put small and single households at imminent risk for residing in shelters or becoming unsheltered. Rent increases have also hurt those with low-wage jobs. A lack of funding and limited Section 8 vouchers also places households at risk.

Low income (<50% AMI) renter households facing extreme cost burden (>50% income on rent) with low paying jobs or unemployed and with family members with serious health problems are at risk of becoming homeless. The 2015 CHAS data shows Huntington Park has approximately 8,685 low-income households which represents about 60% of the total households. In addition, there are about 4,810 households that represent the extremely low-income, which is about 33% of the total households.

Low income(<50%AMI) and extremely low income (<30% AMI) individuals and families are at high risk due to their incomes and cost burden. Due to the lower incomes, there is greater need for affordable housing, health care, affordable daycare and other supportive services to assist them.

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

Not applicable.

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

As shown in the Tables above, an estimated 3,714 low- and moderate-income renter households and 825 owner households in Huntington Park are paying more than half of their gross monthly income for housing costs. Food, transportation, healthcare, utilities and other costs reduce disposable income and their ability to save. These households are vulnerable to eviction and homelessness if their income is suddenly reduced for any reason (e.g., job loss, cut in work hours or government benefits) or they encounter an unexpected expense (e.g., medical emergency, major car repair) or experience a serious illness and cannot work.

Discussion

As discussed above, housing affordability is a critical issue among Huntington Park's renter population. With roughly 32% of low and moderate income (<80% AMI) renter households spending 50% or more of their incomes on housing. Severe housing cost burden is the most pervasive housing problem in the community. The need far exceeds the resources available through the Consolidated Plan, and is further exacerbated by the loss of redevelopment funding which has historically served as Huntington Park's primary source of funds for affordable housing.

Nearly 42% of Huntington Park's renters have overcrowded living conditions. The City's focus in supporting affordable housing is to provide a First Time Homebuyer Program which it anticipates to assist 25 homebuyers over the 5-year period.

NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

A disproportionately greater housing need exists when the members of a racial or ethnic group at an income level experience housing problems at a greater rate (10% or more) than the income level as a whole. The following tables identify the presence of one or more housing problems among households of differing race/ethnicities and income levels, with the analysis that follows identifying any racial/ethnic group having evidence of a disproportionate housing need.

0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	4,480	250	75
White	45	15	0
Black / African American	4	0	0
Asian	55	4	4
American Indian, Alaska Native	0	4	15
Pacific Islander	25	0	0
Hispanic	4,345	225	49

Table 13 - Disproportionately Greater Need 0 - 30% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,380	495	0
White	44	10	0
Black / African American	45	0	0

Demo

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Asian	4	4	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	3,290	480	0

Table 14 - Disproportionally Greater Need 30 - 50% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,110	1,070	0
White	15	20	0
Black / African American	10	0	0
Asian	0	4	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	2,085	1,045	0

Table 15 - Disproportionally Greater Need 50 - 80% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	435	710	0
White	4	15	0
Black / African American	15	10	0
Asian	0	4	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	10	0
Hispanic	415	675	0

Table 16 - Disproportionally Greater Need 80 - 100% AMI

Data 2011-2015 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

Discussion

The Tables above identify the presence of one or more housing problems (lacks complete kitchen, lacks complete plumbing, overcrowding at > 1 person per room, or overpayment at > 30%) for different racial/ethnic group within a given income category. The following summarizes the results of these CHAS tables, and identifies groups experiencing disproportionate housing need in Huntington Park.

0-30% of Area Median Income

- 96% of extremely low-income households in Huntington Park have one or more housing problems, ranging from 80% to 100% by racial or ethnic group.
- The highest incidence of housing problems (100%) is experienced by Pacific Islanders and Black African Americans. The 29 households between both ethnic groups have a minimal number of extremely low. Black/African Americans and Pacific Islanders represent less than 1% of the total 4,480 extremely low-income households.
- 84% of Hispanic households and 97% of White households earning extremely low incomes experience one or more housing problems. Hispanic households represent 96% of Huntington Park's extremely low-income households, whereas White households represent less than 1% of this income group.

30-50% of Area Median Income

Demo

- 93% of low-income households in Huntington Park have housing problems, ranging from 96% (Whites) to 93% (Hispanics) to 50% (Asian and American Indian/Alaskan Native) to 100% for Black/African American
- While HUD's CHAS identifies Asian and Black/African American as having disproportionate need, the Asian household is 4 and the Black/African American household is 45, both households represent less than 1% of the total low-income households.

50-80% of Area Median Income

- 98% of moderate-income households in Huntington Park have one or more housing problems, ranging from 100% (African Americans) to 98% (Hispanics) and 75% (Whites) by racial or ethnic group. Asian, Pacific Islander and American Indians have none of the housing problems in these racial group amongst the moderate income. (50-80% AMI)
- While moderate African Americans face a disproportionate housing need, they total just 10 households.
- 66% of all households in Huntington Park in the median income bracket have housing problems, ranging from 0% to 100% by racial or ethnic group.
- Among households earning median incomes, Hispanic, African American and White households were the racial/ethnic groups in Huntington Park identified as having one or more of the four housing problems. Hispanic household total of 2,085; African American total of 10 and Whites total of 15. Since the Hispanic households are substantially greater there is no disproportionate difference between these racial/ethnic households. The difference between each group is less than 1%.

80%-100% of Area Median Income

- 94% of median income households had one or more housing problems, ranging from 99% (Whites) 99% (Black/African American) and 99% of (Hispanics) by racial group. Hispanics households outnumber each racial group at 415 households with one or more housing problems. (80%-100% AMI)
- Amongst each racial group there is no disproportionate difference as Hispanic households are greater than any racial group. White and Black/African American households both total 19 with one or more housing problems.

NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

A disproportionately greater housing need exists when the members of a racial or ethnic group at an income level experience housing problem at a greater rate (10% or more) than the income level as a whole. The following tables identify the presence of *severe* housing problems among households of differing race/ethnicities and income levels, with the analysis that follows identifying any racial/ethnic group evidencing a disproportionate housing need.

0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	4,075	660	75
White	45	24	0
Black / African American	4	0	0
Asian	49	8	4
American Indian, Alaska Native	0	4	15
Pacific Islander	0	25	0
Hispanic	3,980	590	49

Table 17 – Severe Housing Problems 0 - 30% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than 1.5 persons per room,
4. Cost Burden over 50%

30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,995	1,880	0
White	14	40	0
Black / African American	25	15	0

Demo

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Asian	4	4	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	1,950	1,820	0

Table 18 – Severe Housing Problems 30 - 50% AMI

Data 2011-2015 CHAS
Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than 1.5 persons per room,
4. Cost Burden over 50%

50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,380	1,795	0
White	10	24	0
Black / African American	0	10	0
Asian	0	4	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	1,370	1,760	0

Table 19 – Severe Housing Problems 50 - 80% AMI

Data 2011-2015 CHAS
Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than 1.5 persons per room,
4. Cost Burden over 50%

80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	315	830	0
White	4	15	0
Black / African American	0	25	0
Asian	0	4	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	10	0
Hispanic	305	785	0

Table 20 – Severe Housing Problems 80 -100% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than 1.5 persons per room,
4. Cost Burden over 50%

Discussion

The Tables above identify the presence of one or more *severe* housing problems (lacks complete kitchen, lacks complete plumbing, overcrowding at > 1.5 person per room, or overpayment at > 50%) for different racial/ethnic group within a given income category. The following summarizes the results of these CHAS tables, and identifies groups experiencing disproportionate housing need in Huntington Park.

0-30% of Area Median Income

- 84% of all extremely low-income households in Huntington Park experience one or more of the identified severe housing problems, ranging from 0% to 100% by racial or ethnic group.
- The highest incidence of severe housing problems (100%) is experienced by Black/African American representing a disproportionate need. However, at just four households, the total number of extremely low-income Black/African American households in Huntington Park is minimal, representing less than 1% of the total extremely low-income households in the City.
- While not a disproportionate need, 93% of Hispanic households earning extremely low incomes experience severe housing problems, followed by 93% of Asian households. Lastly, White households at 98%. There is no disproportion amongst each racial group as a whole, Hispanics outnumber all racial/ethnic groups by approximately 60%.

30-50% of Area Median Income

- 51% of moderate-income households in Huntington Park have severe housing problems, ranging from 0% to 100% by racial or ethnic group. No group evidences a disproportionate housing need as Hispanics households are greater than any other racial/ethnic group. Whites (98%) Black/African American (100%) Asian (94%) and Hispanics (93%). Although Black/African Americans have a disproportionate need, their household size is minimal at 25 with severe housing problems.

50-80% of Area Median Income

- 43% of moderate-income households in Huntington Park have severe housing problems, ranging from 0% to 99% by racial or ethnic group. No group evidences a disproportionate housing need As Hispanics households are greater than any other racial/ethnic group. White households are minimal at 10 households which represents less than 1% of households with severe housing problems within 50%-80% AMI.

80-100% of Area Median Income

- 28% of median income households in Huntington Park experience severe housing problems, ranging from 0% to 97% by racial or ethnic group.
- Hispanic households represent 97% of all median income households with one or more severe housing problems in Huntington Park. Among the two racial groups who have severe housing problems whites are minimal with 4 households representing only 3% of households with severe housing problems.

NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction:

Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	5,780	4,115	4,574	90
White	145	39	75	0
Black / African American	10	45	25	0
Asian	45	45	19	4
American Indian, Alaska Native	4	0	0	15
Pacific Islander	10	25	0	0
Hispanic	5,555	3,960	4,450	64

Table 21 – Greater Need: Housing Cost Burdens AMI

Data Source: 2011-2015 CHAS

Discussion:

A disproportionately greater housing need exists when the members of a racial or ethnic group at an income level experience a housing problem at a greater rate (10% or more) than the income level as a whole. The Table above identifies cost burden for each racial and ethnic group in Huntington Park, including no cost burden (<30% income towards housing), cost burden (30-50%), severe cost burden (>50%), and not computed due to no/negative income. According to the CHAS data on which this table is based, 28% of Huntington Park households experience a cost burden, with an additional 31% experiencing a severe cost burden. In comparison with this citywide average, White, Black/African American and Asian households experience a disproportionate housing cost burden, and Whites experience a disproportionate severe housing cost burden. However, with a total of just 114 White, 70 Black African American and 64 Asian households and identified as cost burden and severe cost burden in Huntington Park by the 2011-2015 American Community Survey (ACS), when combined with methodology utilized by the ACS, the results for such a small sample size are less than statistically significant.

Hispanics comprise Huntington Park's primary racial/ethnic group, as reflected in tables throughout the document. While housing needs are significant among the City's Hispanic population, because Hispanics

Demo

represent the vast majority of the population, the needs of this group closely reflect the citywide average and are thus not considered a disproportionate need.

DRAFT CON PLAN

NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)

Are there any income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

The analysis of housing problems and severe housing problems in sections NA-15 and NA-20 identify Black/African American, White households and Asian as evidencing a disproportionate housing need. The following identifies the specific income categories among these racial groups where disproportionate need is apparent:

- Black: 30-50% (65 households) 80-100% (15 Households)
- White: 0-30% (75 households) 30-40% (59 households) 50-80% (25 households)
- Asian: 0-30% (55 households)

However, the actual number of households within these three racial groups identified by the HUD CHAS data as experiencing disproportionate housing problems, which is extremely limited. As previously mentioned, given this small number of households, combined with the sampling methodology utilized by the American Community Survey, results in such a small sample size are less than statistically significant.

If they have needs not identified above, what are those needs?

Not applicable.

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

Because Hispanics comprise over 97 percent of Huntington Park's population, analysis of ethnic or racial concentrations is not applicable. Of Huntington Park's Hispanic or Latino population, the vast majority are from Mexico (84%), followed by Central America (13%, including 7% from El Salvador and 5% from Guatemala), South America (1%), and Cuba (1%). The Figure in the appendix depicts the distribution of Hispanic households by national origin and illustrates little variation among the national origin mix at the census tract level.

NA-35 Public Housing – 91.205(b)

Introduction

The Housing Choice Voucher (HCV) program, formerly called the Section 8 program, is HUD's largest program that helps low-income families, the elderly, and the disabled find affordable decent, safe, and sanitary housing in the private market. Participants receive federally subsidized vouchers that they can use to rent the home or apartment of their choosing, provided that it meets the requirements of the program and agreement of the landlord. The funding assistance is provided to the family or individual, the voucher holder, and can move with the family or individual rather than being tied to the property or unit.

The Housing Authority of the County of Los Angeles (HACoLA) is the local public agency providing Housing Choice Vouchers within Huntington Park. As of April 2020, HACoLA's Housing Assistance Voucher program assisted 22,585 families through a partnership with 8,896 property owners throughout the County. Within Huntington Park, HACoLA administers 471 tenant-based vouchers for low income households (April 2020).

Totals in Use

	Certificate	Mod-Rehab	Public Housing	Program Type			Special Purpose Voucher		
				Total	Project-based	Tenant-based		Veterans Affairs Supportive Housing	Family Unification Program
# of units vouchers in use	0	253	2,883	21,087	47	20,550	268	163	59

*includes Non-Elderly Disabled, Mainstream One-year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

Characteristics of Residents

	Program Type							
	Certificate	Mod- Rehab	Public Housing	Vouchers Total	Project - based	Tenant - based	Special Purpose Housing Veterans Affairs Supportive Housing	Voucher Family Unification Program
Average Annual Income	0	14,341	13,522	14,839	15,746	14,816	14,829	17,842
Average length of stay	0	6	8	8	0	8	0	6
Average Household size	0	3	2	2	2	2	1	4
# Homeless at admission	0	0	0	184	0	42	142	0
# of Elderly Program Participants (>62)	0	48	1,138	6,753	15	6,670	38	2
# of Disabled Families	0	40	534	4,416	17	4,269	83	16
# of Families requesting accessibility features	0	253	2,883	21,087	47	20,550	268	163
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Table 23 - Characteristics of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Race of Residents

Race	Program Type									
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher			
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *	
White	0	148	1,710	10,344	83	10,071	80	120	40	
Black/African American	0	60	1,035	8,432	12	8,188	179	38	15	
Asian	0	8	120	2,181	1	2,173	3	1	3	
American Indian/Alaska Native	0	0	11	76	1	67	6	2	0	
Pacific Islander	0	37	7	54	0	51	0	2	1	
Other	0	0	0	0	0	0	0	0	0	

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

Table 24 – Race of Public Housing Residents by Program Type

Ethnicity of Residents

Ethnicity	Program Type									
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher			
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *	
Hispanic	0	124	1,121	7,293	11	7,122	40	105	15	
Not Hispanic	0	129	1,762	13,794	36	13,428	228	58	44	

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Table 25 – Ethnicity of Public Housing Residents by Program Type

DRAFT CON PLAN

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

Not applicable - The City of Huntington Park does not provide public housing. The County of Los Angeles provides housing vouchers to income eligible residents throughout the City. The number of vouchers provided is determined by LA County.

Most immediate needs of residents of Public Housing and Housing Choice voucher holders

Safe, decent and affordable housing is an immediate need of the residents using the Housing Choice vouchers.

How do these needs compare to the housing needs of the population at large

High rents and low vacancy rates in metropolitan Los Angeles affect the population at large, not just low and extremely low-income residents. The increase in home prices has led to a decline in housing affordability and contributing additional demand for rental housing.

Discussion

The impact of the high cost of rentals and low vacancy rates is evidenced in the increase in renter overpayment over the past decade. The 2011-2015 American Community Survey (ACS) documents 61% of renters spending greater than 30% of their income on rent, compared to 63% in 2008. Furthermore, the ACS documents 26% of Huntington Park's population as below the poverty level, compared to a poverty rate of 14.2% countywide. These conditions have contributed to a lengthy waiting list for housing assistance, both for Housing Choice Vouchers from HACoLA and for occupancy within one of the eleven affordable rental projects within Huntington Park.

NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

The Los Angeles Homeless Services Authority (LAHSA) 2019 “point in time” count enumerated 58,936 homeless individuals in the County, reflecting a 12% increase from the 2018 count. Specifically for the Los Angeles CoC (LA CoC excludes the cities of Glendale, Pasadena and Long Beach), LAHSA reports a population of 58,936 homeless individuals, up by over 3,888 persons in comparison to the 2018 point in time count (refer to attached Table). Of this number, 14,722 are sheltered, 44,214 are unsheltered.

In the attached Table, 50,312 of the homeless counted in 2019 are single adults, 7,838 are families with children, and 5,034 are unaccompanied youth. This reflects an increase in the numbers of homelessness in families and an increase in the numbers of unaccompanied youth compared to the 2018 count.

The attached Table entitled “Changes in LA CoC Shelter Counts” depicts the number of shelter beds within the Los Angeles Continuum of Care, and indicates a 9% increase in shelter beds from 2016-2017 with total number 36,355 in 2016 and 39,799 in 2017. Specifically, emergency shelter beds rose 35% from 7,327 in 2016 to 9,933 in 2017; transitional shelters fell 1% from 6,760 in 2016 to 6,665 in 2017; and the limited number of safe haven shelter beds remained the constant with no change at 25 beds in 2016 and 2017.

The East Los Angeles Service Planning Area (SPA 7) which includes the City of Huntington Park, had a 2019 homeless population count of 5,095 persons, which 4,191 are unsheltered and 904 are sheltered which is a 12% increase since 2018 homeless count. Of this population, 92% (4,714) are single adults, 7% (376) are family members, and less than 1% (5) are unaccompanied youth. Additionally, 82% are sheltered, and 18% are unsheltered. The 2018 shelter counts for SPA 7 include the following:

- Emergency Shelters: 675 beds, 366 units
- Transitional Housing: 615 beds, 500 units
- Permanent Supportive Housing: 847 beds, 327 units
- Rapid Re-Housing: 712 beds, 195 units

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

Data was not specifically available for Huntington Park, however, LAHSA estimates that in SPA 7, which includes Huntington Park, 1,328 chronically homeless persons on any given night, representing 26% of total homeless population in SPA 7. Of the total 5,095 homeless 4,191 are unsheltered and 904 sheltered. Chronically homeless family members have increased since the 2018 homeless count for SPA 7 from 853 adults and children in 2018, to 1328 adults and children. Homeless families decreased in 2019, down 56% (122 family unit). In SPA-7, which encompasses Huntington Park, 853 chronically homeless are estimated to exist in 2018, including 825 unsheltered and 28 which is a 9% increase since 2017 homeless count. There are also 37 chronically homeless family units, comprised of 673 homeless family members in 2018 homeless count (173 unsheltered and 500 sheltered).

While LAHSA reports challenges in estimating homeless families, the Los Angeles Continuum of Care was still able to enumerate in 2018 6,210 persons living in households comprised of both adults and children, representing 3,760 total homeless households with children, compared to 6,598 homeless family members in 2017 and 4001 homeless households with children. In 2019, 894 families in SPA 7 used the Coordinated entry system 60% used Interim housing or Rapid Re-housing programs, 32% using unknown resources, 4% temporary housing such as hotel/motel vouchers, 2% going to other destinations and 1% unsheltered. Compared to 2018, the number of homeless families totaled 673 which increased by 32% however there was a reduction in sheltered families likely due to successful transitions to permanent housing.

Another subpopulation of homeless in the LA CoC area are veterans and their families. LAHSA estimates 3,538 homeless veterans live in the LA CoC area (nearly 6% of the homeless population), 2,775 of whom are unsheltered, and 763 who are sheltered. The number of veterans remained the same as 2018 homeless count but was a reduction of 8% from 2017. Among the 3,538 homeless veterans, 252 (approximately 7%) are estimated to be female veterans, and 27% are estimated to be chronically homeless. In the east side of Los Angeles County (SPA-7), there were 440 total homeless veterans, most of these, 67% or 298, are unsheltered, with the remaining 143 (33%) living in either emergency or transitional

housing. LA Coc has large disproportionate population of White and Black/ African American veterans with 1,245 Black/African Americans and 1,286 White veterans. Combined they represent 72% of the total veteran population.

Los Angeles is one of the only jurisdictions to conduct a separate Youth Count in order to target hard to reach youth. In 2019, there were 5,280 homeless youth not part of a family household unit in the LA CoC, compared to 4,974 in 2018. Of these, 3,635 single adults are considered “transitional aged youth” because they are between the ages of 18 and 24. The remaining 66 are unaccompanied youth under the age of 18. Of these, only 21 or 31%, have shelter. In SPA-7 homeless youth not part of family total 401 (7% of homeless) which encompasses the City of Huntington Park. Unaccompanied minors’ population is 5 while transitional youth total 529 (10 percent of homeless).

Huntington Park’s homeless population is estimated to range between 20-25 chronically homeless individuals. Most Huntington Park’s visible homeless population is made up of single, adult males, many who appear to have mental health, substance abuse issues and physical disabilities.

DRAFT COPY

Nature and Extent of Homelessness: (Optional)

Race:	Sheltered:	Unsheltered (optional)
White	0	0
Black or African American	0	0
Asian	0	0
American Indian or Alaska Native	0	0
Pacific Islander	0	0
Ethnicity:	Sheltered:	Unsheltered (optional)
Hispanic	0	0
Not Hispanic	0	0

Data Source:
Comments:

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

There are many factors that contribute to homelessness in Los Angeles County, and the City of Huntington Park specifically. Unemployment, mental illness, physical disabilities, and substance abuse are a few common factors. Individuals and families experience homelessness for a variety of reasons, and therefore a homeless population may have a variety of needs. A homeless person may need medical care, job training, childcare assistance, mental health care, credit counseling, substance abuse treatment, and/or English language education among other services.

According to the data collected by LAHSA, there are an estimated 5,214 homeless families with children living in the LA CoC area, representing an estimated 8,799 adults and children (376 homeless families in SPA-7). While the exact number of homeless families in the City of Huntington Park is unknown, it is probable that many homeless families were missed in the January 2019 Point in Time Count.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

The January 2019 Point in Time (PIT) Count identified 58,936 homeless persons in the Los Angeles CoC (all of LA County with the exception of Glendale, Pasadena, and Long Beach). As depicted in the Table, 24% of the homeless counted are identified as White/Caucasian and 32% are Black/African American, with Asians, American Indian/Alaskan Native, and Multi-Racial persons making up a combined 4% of the homeless persons. Persons of Hispanic ethnicity comprise 35% of the 2019 PIT count. In comparison to the 2017 PIT Count, there was a 11% increase in homelessness among the White/Caucasian population (non-Hispanic), a 17% increase in Hispanic homeless populations, and a 17% decrease in the Asian homeless populations.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

Data not available specifically for City of Huntington Park. Data for SPA 7 mentioned above.

Discussion:

Specific data is not available for the City of Huntington Park.

DRAFT CON PLAN

NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

Introduction:

Certain segments of the population may have greater difficulty finding adequate and affordable housing due to their unique special needs and circumstances. Such circumstances range from fixed incomes to physical disabilities where there is a need for supportive services. The groups that categorically fall under special needs are the elderly and frail elderly, persons with disabilities, victims of domestic violence, persons with HIV/AIDS, and persons with substance abuse problems. These groups represent a significant part of Huntington Park's population, and efforts must be made to ensure that decent, affordable and accessible housing is available to all such special needs populations. The City supports agencies local agencies efforts that provides services to these populations.

Describe the characteristics of special needs populations in your community:

Approximately 8 % of Huntington Park residents are over age 65, comprising approximately 4,828 senior citizens. Most Huntington Park's seniors are renters (60%), a substantial proportion (40%) own their homes. Seniors are vulnerable to do limited incomes and need for health care and other supportive services.

Persons with Disabilities; Approximately 4,513 residents are disabled (8%) in Huntington Park. In addition, around 2,565 (4.7%) residents are unable to live independently. Just 33% of Huntington Park's disabled population of general working age (18-64 years old) are employed. In general, many persons with disabilities have lower-incomes since the disability may affect their ability to work.

Victims of Domestic Violence. Individuals fleeing domestic violence are generally women and children. It is difficult to estimate the number of victims of domestic violence, as many victims do not call the police or seek services. Women between the ages of 18 and 44 are at an increased risk for domestic violence, with lower-income and immigrant women particularly vulnerable to abuse. The risk for homeless is higher for this population. According to LAHSA 2019 point in time for SPA 7 140 domestic violence survivors are homeless. The needs of this group is transitional housing with counseling and supportive services.

Persons with HIV/AIDS. Persons with HIV/AIDS are considered a special needs group due their need for affordable housing, health care, counseling and other supportive services. Based upon *An Epidemiologic Profile of HIV and AIDS in LA County* prepared by the Los Angeles County Public Health Department in 2015, a cumulative total of 3,514 HIV/AIDS cases have been reported in the "East" Service Planning Area. There was a slight increase of cases.

Alcohol/Other Drug Abuse. According to the National Council on Alcoholism and Drug Dependence, 18 million Americans suffer from alcohol dependencies, while five to six million Americans suffer from drug

addictions. Furthermore, more than nine million children live with a parent dependent on alcohol and/or illicit drugs. Persons with drug and or alcohol addictions often need a supportive living environment to break their habit. Supportive housing for persons with substance addictions is typically transitional housing programs that also offer counseling and job training. The County serves as the primary funding source for these types of programs.

What are the housing and supportive service needs of these populations and how are these needs determined?

The housing and supportive services for these populations outweigh the resources available to address all the concerns. The City of Huntington Park must rely on non-profits and public agencies to assist with the unique need of each population. The City is committed to collaborating with non-profits and all invested parties.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

According to the 2015 HIV surveillance report published by Los Angeles County Public Health In 2015 SPA 7 had a total of 3,351 cases. The City of Huntington Park data is unknown but neighboring the City of East LA had 657 persons living with HIV which is 1% of Los Angeles County population. Huntington Park wasn't listed as a City with having persons living with HIV so the scope of size isn't substantial enough to report.

Discussion:

As federal funds are limited, the City must rely on LAHSA and local service providers to meet the needs of the population.

NA-50 Non-Housing Community Development Needs – 91.215 (f)

Describe the jurisdiction’s need for Public Facilities:

The City of Huntington Park has a wide array of public facilities to serve the needs of its residents. These include six public parks ranging in scale from the 21 acre Salt Lake Park; Raul R. Perez Memorial Park and Freedom Park which each comprise approximately four acres; Civic Center Park at one and a half acres; and Senior Citizen and Chelsea Parks which are both less than one acre in size. The attached Table presents a summary of the City’s park facilities. Despite these many facilities, there is still demand for additional facilities, with the increase in the number of families with children placing added stress on recreational facilities. Apart from additional facilities, many existing community facilities need upgrades, rehabilitation, and in some cases replacement to keep up with demand. In order to address this need, the Parks and Recreation Department adopted a Parks and Recreation Master Plan (2008) that will serve as a roadmap to help guide future parks and recreation decisions in the City. The main areas of focus of the Master Plan include an assessment of current park facilities and recreation programming; an analysis of park maintenance; existing park opportunities and constraints; and a park facility action plan that identifies more than 80 park improvement projects. As the Plan is updated, the City can evaluate the funding needs on an individual project basis to determine if CDBG funds would a good fit.

The Parks and Recreation Department is working to meet the needs of the community and stay within budget constraints. At times, these two factors do not align. The City has been successfully awarded several grants to assist with the develop of other open space parks to ensure the community has many recreational opportunities as possible. The City of Huntington Park was awarded a California Natural Resources Grant for the construction of the Greenway Linear Park. The project is currently under construction.

How were these needs determined?

The Parks and Recreation Department was instrumental in determining the City's parks/recreation facility needs. This Department provided input as part of the City's public outreach efforts for this Consolidated Plan. Also, a Community Needs Survey made available on the City's website and on public counters described youth centers and general parks and recreational.

Describe the jurisdiction’s need for Public Improvements:

Infrastructure improvements cover such issues as upgrades or expansion of streets, sidewalks, curbs and gutters, sewer and drainage systems, and street lights, and are in general an eligible expenditure for CDBG funds within low and moderate-income areas. Most of Huntington Park’s low- and moderate-income neighborhoods are older, and many contain aging infrastructure. The Public Works Department has identified street resurfacing, water, sewer and storm drain system improvements as significant needs in these neighborhoods.

How were these needs determined?

The City's Capital Improvements Plan (CIP) identifies infrastructure and public improvements to be undertaken in Huntington Park. The City has generally relied on a variety of other non-CDBG funding sources to pay for infrastructure improvements, and is actively addressing water, sewer, storm drain and street deficiencies through ongoing projects. Nonetheless, the City may direct CDBG funds towards infrastructure improvements in low- and moderate-income neighborhoods as needed.

The Consolidated Plan Community Needs Survey also recognized street and alley improvements as some of the most critical community development needs in Huntington Park, followed by water/sewer improvements, sidewalk improvements, and draining improvements.

Describe the jurisdiction's need for Public Services:

Huntington Park's special needs populations, as well as low- and moderate-income households in general, have a variety of public service needs. Consultation with community residents and social service providers conducted as part of this Consolidated Plan identify the following key service needs in Huntington Park:

- Anti-crime services
- Youth services
- Mental health services
- Neglected/Abused children services
- Job creation/retention
- Employment preparedness
- Homeless shelter services for the homeless

The City of Huntington Park, as well as local non-profits, offer an array of services to low and moderate-income residents and special needs groups such as persons with disabilities. The City actively supports the provision of services both through the Parks and Recreation Department, Public Works Department, Police Department, and through support of public service providers.

How were these needs determined?

The needs were determined through surveys, phone interviews, public inquires, virtual meetings via Facebook Live and Consultation with social service providers active in Huntington Park and those you agencies that service the City.

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

The following section presents information on Huntington Park's housing stock, including unit mix, condition, cost and affordability. An inventory of the City's fourteen deed-restricted affordable apartment projects is also presented.

DRAFT CON PLAN

MA-10 Number of Housing Units – 91.210(a)&(b)(2)

Introduction

The following Table presents the City's housing unit mix, as documented by the 2011-2015 American Community Survey (ACS). The City has approximately 15,025 housing units, with a relatively even split between single-family and multi-family units. As a built-out community, housing growth in recent years has primarily been attributable to the introduction of housing in the downtown and on target opportunity sites and is largely a result of City involvement in the provision of assisted housing.

Housing tenure refers to whether a housing unit is owned, rented or is vacant. Tenure reflects the relative cost of housing opportunities, and influences residential mobility, with owner units generally evidencing lower turnover rates than rental housing. As indicated in the following Table, 27 The City's housing stock consist of 49% single family home either detached or attached structures. Multi-unit dwellings make half of the City's housing stock at 51% and mobile homes, boat and RVs are less than 1%.

76% of Huntington Park's households are renters, As indicated in Figure X in the Appendix, the highest concentrations of renter households (over 85%) are generally located in the central part of the City surrounding Pacific Boulevard, and extending east and west along Gage and Florence; in the City's northern extension north of Slauson; the area on both sides of State in between Gage and Randolph; and the area bound by Saturn to the north, Florence to the south, State to the west, and Salt Lake to the east.

Another important characteristic of the City's housing supply is the size of units with respect to the number of bedrooms. Large households, defined as households with five or more members, generate the need for units with three or more bedrooms. With approximately 1,275 rental units with three or more bedrooms, compared to over 4,432 renter households having five or more members (as documented by the ACS 2011-2015), the supply of large rental units is generally inadequate to meet the needs of the community's large renter households. Many of these large rental units may be occupied by smaller households, and/or consist of single-family homes which command higher rents, thus restricting availability for occupancy by lower income large families. The City emphasizes the inclusion of large family units in both owner and rental housing developments to meet this need. In addition, the City's Residential Rehabilitation Loan Program provides loans for room additions to provide adequately sized housing.

All residential properties by number of units

Property Type	Number	%
1-unit detached structure	5,880	39%
1-unit, attached structure	1,450	10%
2-4 units	2,400	16%
5-19 units	3,580	24%
20 or more units	1,700	11%
Mobile Home, boat, RV, van, etc	15	0%
Total	15,025	100%

Table 26 – Residential Properties by Unit Number

Data Source: 2011-2015 ACS

Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	30	1%	1,335	12%
1 bedroom	95	3%	4,920	44%
2 bedrooms	1,140	33%	3,530	32%
3 or more bedrooms	2,240	64%	1,275	12%
Total	3,505	101%	11,060	100%

Table 27 – Unit Size by Tenure

Data Source: 2011-2015 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

Huntington Park has an active history of supporting affordable housing development in its community. According to the data from 2011-2015 American Community Survey (ACS) the city has 4,810 households 30% or less of household area median income (HAMFI), 3,875 at 30-50% of HAMFI, 3,175 50-80% HAMFI for a total of 11,860 households in the city that are < 80% HAMFI. This includes all household's small family, large family, elderly and children 6 years or younger.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

The City's affordable projects are financed through a variety of funding sources, including tax credits and HOME funds, which require long-term affordability controls. None of these projects are at risk of conversion to market rate for at least 15 years.

In 1999, the 162-unit Concord Huntington Park development pre-paid its HUD mortgage and converted to market rate. However, the City utilized a Multifamily Mortgage Revenue Bond to maintain project affordability for an additional 30 years.

Does the availability of housing units meet the needs of the population?

The available housing units do not meet the needs of low income City residents. The high rates of housing overpayment discussed in the following section on Cost of Housing, and the presence of nearly 300 Huntington Park families on the Los Angeles County Housing Authority waiting list for rental assistance

Describe the need for specific types of housing:

The following types of housing are not being provided for in the market without some level of public assistance:

- Rental housing affordable to extremely low, very low- and low-income households.
- Rental housing with three or more bedrooms affordable to low- and moderate-income households.
- Homeownership housing affordable to the middle-income workforce.
- Affordable, accessible housing for persons living with disabilities.
- Permanent supportive housing for persons with special needs, including homeless individuals and families, persons living with HIV/AIDS and their families, transition age (emancipated foster care) youth, persons with chronic mental illness, and others.

Discussion

The City of Huntington Park, the City's former Redevelopment Agency and non-profit partners have played an active role in providing affordable housing not otherwise being provided for in the market, including rental housing for seniors, families, and transitional age youth. With the elimination of Redevelopment Agency funds, and reductions in federal HOME funds, the City will be more reliant on outside sources of funds.

MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

Introduction

Many housing problems such as overcrowding, and cost burden are directly related to the cost of housing in a community. If housing costs are high relative to household income, a corresponding high prevalence of housing problems occurs. This section evaluates the affordability of housing in Huntington Park to lower and moderate-income households.

Cost of Housing

	Base Year: 2009	Most Recent Year: 2015	% Change
Median Home Value	414,800	298,500	(28%)
Median Contract Rent	771	875	13%

Table 28 – Cost of Housing

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Rent Paid	Number	%
Less than \$500	685	6.2%
\$500-999	6,825	61.7%
\$1,000-1,499	2,930	26.5%
\$1,500-1,999	550	5.0%
\$2,000 or more	69	0.6%
Total	11,059	100.0%

Table 29 - Rent Paid

Data Source: 2011-2015 ACS

Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	420	No Data
50% HAMFI	3,035	109
80% HAMFI	9,410	579
100% HAMFI	No Data	1,498
Total	12,865	2,186

Table 30 – Housing Affordability

Data Source: 2011-2015 CHAS

Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	0	0	0	0	0
High HOME Rent	0	0	0	0	0
Low HOME Rent	0	0	0	0	0

Table 31 – Monthly Rent

Data Source Comments:

Is there sufficient housing for households at all income levels?

The shortage of housing is for residents earning <80% HAMFI. There is also a disproportionate need for households earning 30% HAMFI. Based on the information provided, housing affordability is determined by household income and the more income a household has, small or large, the options for housing are greater in Huntington Park.

For example, the Table identifies just 3,455 rental units in Huntington Park affordable to low income (<50% AMI) households, compared to the presence of 7,050 lower income renter households, indicating a need for low income rental housing double the current supply. In terms of owner housing, the 2011-2015 CHAS identifies just 2,186 affordable homeowner units to meet the needs of 2,700 owner households earning less than 100% AMI. Such disparities in household incomes and housing costs results in a large segment of Huntington Park's population spending greater than 30% of income on housing costs.

How is affordability of housing likely to change considering changes to home values and/or rents?

High prices and low inventory keep homeownership out of reach for many Huntington Park residents. Rents have been pushed to record high levels, at the same time there has been an increased demand for apartments.

The increased demand for rental housing has placed upward pressure on rents, negatively impacting housing affordability. According to the 2011-2015 American Community Survey 61% of households pay \$500-999 and 27% of households pay \$1000-1499 for rent. The median value of homes has decreased by 28% from 2009-2011 which shows a decline in the housing market.

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

A rental survey conducted in October 2014 documented the following average apartment rents in Huntington Park: \$740 for studio units, \$975 for one-bedroom units, \$1,150 for two-bedroom units, and \$1,450 for three-bedroom units. As presented in the Table above entitled "Monthly Rent", HUD Fair

Market Rents (FMRs) are above rent levels in Huntington Park, at \$911 for a studio, \$1,101 for a one-bedroom, \$1,421 for a two bedroom, and \$1,921 for a three bedroom apartment. Market rents below FMR payment standards facilitates the participation of private landlords in the Housing Authority's Section 8 rental subsidy program, as evidenced by over 450 active Section 8 leases in Huntington Park (*source: Housing Authority County of Los Angeles, Sept 2014*).

Discussion

Rental Housing Market

With nearly 73% of the City's housing comprised of rentals, Huntington Park has a very active rental market. Affordable housing for extremely low income is a challenge, as a result, this population needs affordable housing at a higher level. The City of Huntington Park will continue to make this population a priority by providing available funds to local non-profits that can provide services. The monthly rent table 31 The Table entitled "Huntington Park Apartment Rents 2014" (attached at the beginning of this section) presents the results of an October 2014 survey of apartments advertised as available for rent in Huntington Park. The Table which follow the Rent Table presents the maximum affordable rents for low, moderate- and middle-income households by household size, and compares with median apartment rents on vacant units in Huntington Park. As the Table indicates, citywide median rents are above the level of affordability for low income households. The monthly affordability gap for low income households ranges from \$22 for two-person households (one-bedroom units) up to \$515 for four-person households (three-bedroom apartments). Moderate- and middle-income households are however still able to afford average apartment rents in Huntington Park.

Home Ownership Market

The attached Table entitled "Huntington Park Single-Family Home and Condominium sales" documents all existing single-family home and condominium sales in Huntington Park during calendar year 2013. As indicated by this Table, the median single-family home price in Huntington Park in 2013 was \$298,000, a 28% decrease over the prior base year in 2009. The decrease in home values and 2,186 available houses for all HAMP shows that Huntington Park Home ownership market has taken a decline while the renters are 12,865 in all HAMP households.

For purposes of evaluating home purchase affordability, the Table which follows the Housing Sales Table presents the maximum affordable purchase price for middle income households (110% AMI), and compares this with market sales prices for single-family homes and condominiums in Huntington Park. The maximum affordable purchase price ranges from \$267,000 for a three-person household to \$300,900 for a four-person household. With a median single-family sales price of \$270,000, many single-family homes in Huntington Park remain affordable to households earning middle incomes, and at a median price of \$154,000, condominiums are well within the level of affordability.

MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Introduction

This section provides an overview of housing conditions in the City of Huntington Park which includes housing stock, age of housing stock, housing stock risk of containing lead-based paint poisoning, and the need of rental and owner occupied rehabilitation.

Definitions

The City of Huntington Park defines “substandard” as units which do not meet the Section 8 Existing Housing Quality Standards and/or the Uniform Building Code as adopted by the City.

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	1,735	50%	5,870	53%
With two selected Conditions	300	9%	2,875	26%
With three selected Conditions	4	0%	65	1%
With four selected Conditions	0	0%	0	0%
No selected Conditions	1,460	42%	2,250	20%
Total	3,499	101%	11,060	100%

Table 32 - Condition of Units

Data Source: 2011-2015 ACS

Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	35	1%	124	1%
1980-1999	620	18%	1,395	13%
1950-1979	785	22%	4,390	40%
Before 1950	2,065	59%	5,155	47%
Total	3,505	100%	11,064	101%

Table 33 -- Year Unit Built

Data Source: 2011-2015 CHAS

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	2,850	81%	9,545	86%
Housing Units build before 1980 with children present	719	21%	124	1%

Table 34 – Risk of Lead-Based Paint

Data Source: 2011-2015 ACS (Total Units) 2011-2015 CHAS (Units with Children present)

Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	0	0	0
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	0	0	0

Table 35 - Vacant Units

Data Source: 2005-2009 CHAS

Need for Owner and Rental Rehabilitation

The age of a community's housing stock can provide an indicator of overall housing conditions. Typically housing over 30 years in age is likely to need rehabilitation work to major elements of the structure, such as roofing, siding, plumbing and electrical systems. As a mature community, the majority of Huntington Park's housing stock consists of units older than 30 years of age. Among owner-occupied housing, 59% of units were constructed prior to 1950, reflective of the community's numerous older single-family neighborhoods. Similarly, a substantial proportion of Huntington Park's rental housing is greater than 30 years in age (86%); this housing is typically of lesser quality and suffers more wear-and-tear from tenants than owner-occupied housing. The risk of Lead-based paint is dangerous where children present. The owner-occupied have 21% of housing units with children present and renter-occupied have 1%. There is a need for owner and rental rehabilitation in Huntington Park based on the percentage of substandard conditions.

The Condition of Units in Table presents the number of housing units in Huntington Park with one or more housing problems, including: 1) lacks complete plumbing facilities, 2) lacks complete kitchen facilities, 3) more than one person per room, and 4) cost burden greater than 30%. As presented, 50% of owners have one or more selected conditions, and 79% of rental units have one or more selected conditions. The vast majority of these problems are associated with household overcrowding and housing cost burden, rather than the physical condition of the unit, as confirmed by the Table in NA-10 Housing Problems (among households earning up to 100% AMI)

Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

The age of the housing stock is the key variable for estimating the number of housing units with lead-based paint. Starting in 1978, the use of lead-based paint on residential property was prohibited. National studies estimate that 75% of all residential structures contain lead-based paint and

that older structures have the highest percentage of lead-based paint. As shown in Table 33, 22% of Huntington Park's owner-occupied units were built prior to 1980, and of these 3,505 units, just 21% or 719 units have occupants that include children. Similarly, among Huntington Park's rental housing, 40% was built prior to 1980 (4,390 units), with children present in just 1% or 124 of these units.

Pre-1980 housing units with children present pose the greatest threat of lead poisoning. With an estimated 843 such households in Huntington Park, lead exposure among children is not a sizable issue. Another risk factor is household income, with lower income households having a greater risk of exposure. The 2011-2015 CHAS identifies 81% of Huntington Park's households as earning less than 80% HAMFI, translating to an estimated 11,860 low and moderate households residing in the City's approximately 12,395 pre-1950 housing units.

Discussion

The biggest contributors to substandard housing in Huntington Park are the aging housing stock, household overcrowding, and absentee landlords. The City of Huntington Park along with the Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD) will continue efforts to ensure that the public receives disclosures for awareness on ways to prevent lead poisoning in housing units and especially those built prior to 1978. Low- and moderate-income homebuyers and renters funded by federal funds currently receive lead-based paint poisoning. Lead based paint can cause permanent brain damage, reduce intelligences, and cause abnormal fetal development pregnant women and cause behavioral problems for children

MA-25 Public and Assisted Housing – 91.210(b)

Introduction

Huntington Park's Housing Assistance Voucher (formerly Section 8) Rental Assistance Program is administered by the Los Angeles County Housing Authority (HACoLA). As of April 2020, HACoLA's Housing Assistance Voucher program assisted 22,585 families through a partnership with 8,896 property owners throughout the County. Within Huntington Park, HACoLA administers 471 tenant-based vouchers for low income households (April 2020).

Totals Number of Units

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Total	Project -based	Tenant -based	Vouchers		
							Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available	0	261	2,962	21,798	1	21,797	1,264	1,357	558
# of accessible units									

*Includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Table 36 – Total Number of Units by Program Type

Data Source: PIC (PIH Information Center)

Describe the supply of public housing developments:

Not applicable

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

Not applicable.

DRAFT COMPLAINT

Consolidated Plan

HUNTINGTON PARK

62

Public Housing Condition

Public Housing Development	Average Inspection Score

Table 37 - Public Housing Condition

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

Not applicable

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

Not applicable

Discussion:

Huntington Park's Housing Assistance Voucher (formerly Section 8) Rental Assistance Program is administered by the Los Angeles County Housing Authority (HACoLA). As of April 2020, HACoLA's Housing Assistance Voucher program assisted 22,585 families through a partnership with 8,896 property owners throughout the County. Within Huntington Park, HACoLA administers 471 tenant-based vouchers for low income households (April 2020).

DRAFT COMPLIANCE PLAN

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

The emergency shelter, transitional, and permanent supportive housing facilities located in Service Planning Area 7 (SPA 7), which includes the City of Huntington Park, are presented in the Table 38 which follows, with additional detail provided in the attached Table entitled "Facilities and Housing Targeted to Homeless Households". Transitional housing is intended to facilitate the transition of homeless individuals and families to permanent housing. This type of housing limits the length of stay and re-circulates the assisted unit to another eligible individual or family. Supportive housing is defined as permanent rental housing linked to a range of support services designed to enable residents to maintain stable housing. The 2019 shelter counts for SPA 7 include the following:

Total beds: 2, 759 Total shelters: 1,562

Emergency Shelters: 631 beds, 443 units

Transitional Housing: 398 beds, 384 units

Permanent Supportive Housing: 815 beds, 291 units

The narrative which follows describes these facilities as well as homeless services available to Huntington Park's homeless population.

Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds Current & New	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds		Current	New Under Development
Households with Adult(s) and Child(ren)	52	0	270	827	0
Households with Only Adults	82	64	350	63	0
Chronically Homeless Households	0	0	0	0	0
Veterans	17	0	0	0	0
Unaccompanied Youth	0	0	109	24	0

Table 38 - Facilities and Housing Targeted to Homeless Households

Data Source Comments:

Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons

Transitional Housing: The LAHSA Continuum of Care Inventory Count identifies 398 transitional housing beds in communities in SPA 7, including beds available to families with children, for adults only, and beds for unaccompanied youth.

- So California Alcohol & Drug Program, Angel Step: A six month program designed to address co-occurring issues of substance and domestic violence. It provides comprehensive domestic violence counseling, substance use disorder treatment, life and job skills, psychiatric assessments and follow up.
- Su Casa-Ending Domestic Violence Transitional Housing - This one-year residential program provides housing for up to 24 individuals. Residents are offered counseling and case management, including assistance with household establishment, job skills training, CalWORKs advocacy, and transportation.
- The Salvation Army Transitional Living Center (TLC)- This 124-bed facility provides comprehensive services for families in transition, most of whom are single parents or victims of domestic violence and substance abuse. The program includes a childcare center licensed to serve 57 children.
- The Whole Child (TWC) Family Housing Program - TWC strives to keep families together and address homelessness through a Scattered Site Model, seeking to achieve housing permanency through program services coordination; housing resource development; and case management services.
- Whittier Area First Day Coalition Recovery from Homelessness Program - Provides short-term emergency transitional housing with onsite supportive services for up to 45 individuals. Services include: on-site health clinic, health screenings, mental health services, on-site meals, case management, clothing, transportation, 12 step meetings, education, training and employment assistance.
- Homes for Life Foundation Cedar Street Homes - Cedar Street is a transitional, 'step down', state licensed, 38-bed residential facility for persons exiting from LA County Institutes of Mental Disease. Residents are provided a full range of social and life skills training and services during their stay.
- Little House Residential Services - Provides treatment and residential services, offering education and therapy by certified Drug and Alcohol Counselors. Through partnership with the Dept of Rehabilitation, they offer training in relapse prevention, anger management, co-dependency, domestic violence, family addiction, and occupational preparedness.
- County of LA Dept of Children and Family Services THP for Homeless Young People - This 12-18 month program provides housing (including payment of rent and utilities), life-skills training, employment assistance, educational assistance, food vouchers, transportation resources, and case management supportive services.
- United Friends of the Children Pathways to Independence - Provides former foster youth with 18 months of housing in their own apartments. The program requires increasing levels of responsibility and challenges youth to maintain employment and develop money management

skills. Weekly life skills classes bring youth together for interactive sessions. Other services offered include advocacy counseling, mental health counseling, career services, and educational guidance.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

Emergency Shelter: While no permanent shelter exists within Huntington Park, approximately 443 emergency shelter beds are located in adjacent communities. LAHSA provides various services for each diverse group of the homeless population. All information about each program and services provided can be found at: <http://www.lahsa.org>

DRAFT COMPLIANCE

MA-35 Special Needs Facilities and Services – 91.210(d)

Introduction

Special needs populations include the elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence and persons suffering from substance abuse. These groups have special needs for services and housing. In addition, many often have lower incomes as a result of their condition. The exact amount of those in need of services in Huntington Park has not been identified but they require a unique set of needs that also includes lower incomes which creates further challenges with housing. Furthermore, many in this population have already been accounted for within the low- and moderate-income residents. The special needs population in many cases require supportive services to carry out daily activities. In some cases, family support and in-home care isn't available therefore additional housing options may be needed to provide assistance.

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

Supportive housing for elderly, frail elderly, persons with mental, physical and development disabilities also including alcohol and drug addictions, HIV/AIDS and their families, public housing residents are primarily provided by local and state government agencies and local nonprofits. the resources that are needed are:

- Home assistance with maintenance which may include home repairs and changes to accommodate the elderly and people with developmental disabilities
- Safe, decent and affordable housing for each person within this population
- Modifications that adapt to physical conditions as they change while they remain in their home
- People 75 year or older who need medical and other types of professional care. 75-year-old population has an increased need for self-care and go-outside the assistance with their disabilities.
- There is a need for personal care and assistance with daily living where there is no family members to provide direct care. Public and nonprofit agencies will need to assist with creating programs to help those with these special needs.
- Outreach and referrals for individuals who don't have access to traditional mental health services
- Transportation to accommodate those within the population who need assistance based on any barriers they have to receiving services.

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

City of Huntington Park doesn't have programs specifically assist person returning from mental and physical health institutions; in turn, housing and supportive service agencies in the surrounding area help to qualify and assist low- and moderate-income residents and special need residents.

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

Huntington Park, as a community, plans to undertake the following activities during the next year to address the housing and service needs of its special needs population by: allocating CDBG funding for activities and programs; through partnerships and collaborations; and engaging service providers and local nonprofits in order to meet the service needs. A list of these activities is described below:

- No cost youth services for lower income families and female headed households
- Nutrition, transportation, educational and recreational programs for senior citizens
- Minor home repair grants for seniors and persons with disabilities
- Affordable housing for transition-age youth with services provided on-site by LINC Cares, in addition to receiving ongoing services from the Los Angeles Department of Mental Health.

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

Please see above.

MA-40 Barriers to Affordable Housing – 91.210(e)

Negative Effects of Public Policies on Affordable Housing and Residential Investment

- Decrease in state and federal funding resources to subsidize affordable housing projects and rehabilitation.
- Older housing stock that requires extensive modifications and rehabilitation
- Lack of vacant land lack of parking, limited open space impacting housing negatively
- Home developers frequently cite problems of working through zoning issues in the most local municipalities as a cost that impedes development.

MA-45 Non-Housing Community Development Assets – 91.215 (f)

Introduction

The tables and narrative that follow describe the local economic condition of Huntington Park and compare the ability of the local workforce to satisfy the needs of local business. The tables give data on the primary industries in the City, the total population in the labor force, the unemployment rate, occupations by sector, travel time to work, the educational attainment of Huntington Park residents by age, and median earnings. According to 2011-2015 the ACS the unemployment rate in Huntington park was about 10.8%. The most updated ACS 2011-2015 shows the unemployment rate at 12.63%. Based on the labor force, educational attainment of residents there are some disparities. 48% of the residents commute less than 30 minutes to work, 40% commute over 30 minutes and 12% commute over 60 minutes.

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	201	0	1	0	-1
Arts, Entertainment, Accommodations	2,227	1,933	13	16	3
Construction	832	89	5	1	-4
Education and Health Care Services	2,665	2,832	16	24	8
Finance, Insurance, and Real Estate	662	338	4	3	-1
Information	279	166	2	1	-1
Manufacturing	3,083	2,145	18	18	0
Other Services	736	271	4	2	-2
Professional, Scientific, Management Services	1,020	274	6	2	-4
Public Administration	0	0	0	0	0
Retail Trade	2,322	2,658	14	23	9
Transportation and Warehousing	958	136	6	1	-5
Wholesale Trade	1,684	916	10	8	-2
Total	16,669	11,758	--	--	--

Labor Force

Total Population in the Civilian Labor Force	28,255
Civilian Employed Population 16 years and over	24,685
Unemployment Rate	12.63
Unemployment Rate for Ages 16-24	28.40
Unemployment Rate for Ages 25-65	8.12

Table 40 - Labor Force

Data Source: 2011-2015 ACS

Occupations by Sector	Number of People
Management, business and financial	1,665
Farming, fisheries and forestry occupations	1,815
Service	2,900
Sales and office	6,260
Construction, extraction, maintenance and repair	2,450
Production, transportation and material moving	3,380

Table 41 – Occupations by Sector

Data Source: 2011-2015 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	11,460	48%
30-59 Minutes	9,470	40%
60 or More Minutes	2,900	12%
Total	23,830	100%

Table 42 - Travel Time

Data Source: 2011-2015 ACS

Education

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	10,690	1,245	4,795

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
High school graduate (includes equivalency)	4,235	570	1,300
Some college or Associate's degree	3,870	455	910
Bachelor's degree or higher	1,410	165	270

Table 43 - Educational Attainment by Employment Status

Data Source: 2011-2015 ACS

Educational Attainment by Age

	Age				
	18-24 yrs	25-34 yrs	35-44 yrs	45-65 yrs	65+ yrs
Less than 9th grade	195	1,030	2,405	5,525	2,835
9th to 12th grade, no diploma	1,760	2,310	2,570	2,890	380
High school graduate, GED, or alternative	2,410	2,410	1,545	2,150	490
Some college, no degree	2,670	1,885	1,005	1,115	220
Associate's degree	310	505	420	300	60
Bachelor's degree	190	790	325	380	60
Graduate or professional degree	14	135	95	115	60

Table 44 - Educational Attainment by Age

Data Source: 2011-2015 ACS

Educational Attainment - Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	18,326
High school graduate (includes equivalency)	23,160
Some college or Associate's degree	24,254
Bachelor's degree	28,803
Graduate or professional degree	36,679

Table 45 - Median Earnings in the Past 12 Months

Data Source: 2011-2015 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The Table above shows the distribution of employed City residents and jobs by Industry. In Huntington Park, the local economy includes the following primary industries:

- Manufacturing (17% of jobs)
- Education and health care services (14% of jobs)
- Retail trade (13% of jobs)

The 2010 Census estimates that jobs in manufacturing comprise over 17 percent of all jobs in Huntington Park, which is indicative of the City's proximity to Los Angeles. It is regarded as such because a significant amount of the taxable sales are from non-residents. Pacific Boulevard is the City's main commercial attraction, and is widely known throughout the surrounding Latino community as a commercial, entertainment, and social center. The City has attracted large national retailers, such as El Curacao, Food 4 Less, Home Depot, Staples, Bally's Fitness, Ford Dealership, and Walgreen's.

The local economy is further dominated by jobs in education and healthcare (14%), Retail Trade (13%), and the arts, entertainment and accommodation industry (12%).

Describe the workforce and infrastructure needs of the business community:

With over half of Huntington Park's employment base in the retail, manufacturing, and arts/entertainment/accommodations industries, a large segment of the City's economy does not necessarily require an educated workforce. Educational attainment among residents is low, with 52% of adults never having completed high school, and another 21% with a high school only education. Nonetheless, the education level of employees is a concern for local employers. The 2010 Census measures civilian unemployment in Huntington Park at 10.8%, and as of January 2020, homefacts.com reports unemployment at 4.5% in Huntington Park, which is higher than the state average of 3.5%

This low level of education correlates to most residents employed in low to modest paying jobs. As shown in the Table above, sales and office jobs account for the largest occupational category at 34%, which are generally dominated by lower paying jobs. A combined 31 % of employed residents hold jobs in construction, extraction, maintenance and repair, production, transportation and material moving occupations, which encompasses both low-level jobs as well as higher level manufacturing jobs. Service oriented jobs follow and also comprised of lower paying jobs. Increasing the educational level of the local workforce is a major tenet of the City's Economic Development Strategy.

Huntington Park is well served by public transit. The Metropolitan Transit Authority (MTA) provides bus service along the City's major arterial roadways. All MTA bus lines are accessible through wheelchair lifts and ramps, and offer reduced fares for persons with disabilities. As for mass transit, the Metro Blue Line runs near the City with a station at Florence Avenue. These services link Huntington Park with the greater Los Angeles Metropolitan area including other major job centers in the area.

The City has utilized Proposition A and C funds to significantly enhance its internal public transportation program, expanding from a senior and handicapped dial-a-ride and taxi voucher program to include two fixed route bus systems known as "COMBI," as well as a Pacific Boulevard shuttle. The transit program is

operated by the Oldtimers Foundation out of the Huntington Park Family Center. The City has experienced a significant increase in ridership as a result of these enhancements.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

Two potential West Santa Ana Corridor Transit stations have been identified in Huntington Park: Pacific Boulevard/Randolph and Florence Avenue/Salt Lake. The City is a member of Eco-Rapid Transit Joint Powers Authority (also known as the Orangeline Development Authority), and has been working together on Transit Oriented Development Guidelines and Transit Land Use planning in preparation for the future station areas. Huntington Park is also in the midst of a General Plan update and related regulatory changes to support transit oriented development (TOD), create an active transportation network, and to link Transit Station TODs to economic development, sustainability and linkages to the surrounding residential neighborhoods.

The City is committed to enhancing employment opportunities and attracting new businesses through commercial development in low and moderate-income areas. The City has assisted a number of major projects to bring new jobs to blighted areas, including the Home Depot and La Curacao, and the Ford Dealership.

The City provides a variety of technical assistance to businesses, including agency referral and commercial space inventory services. The City also supports the following financial assistance programs for small businesses in the community:

- Emergency Business Assistance Program

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

In general, Huntington Park has a nominally educated workforce, with 25 percent of its labor force completing some college/receiving an associate degree (18%) or attaining a bachelor's degree or higher (7%). Retail jobs are the largest occupational sector among Huntington Park's workforce, employing approximately 22 percent (2,371 persons) of the labor force. The second largest occupation, manufacturing, employs 19 percent of the labor force (3,232 persons). With 75 percent of the labor force having a high school diploma or less, these persons may be employed in the service or retail sector earning minimum wage and could benefit from job training opportunities. Providing a range of job opportunities within a diverse local economy provides greater opportunities for lower-income persons to gain access to employment.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

The City of Huntington Park supports a variety of economic development activities that create and retain jobs for low- and moderate-income households. Micro-enterprise assistance, job training services, and technical assistance are some areas that may warrant consideration for funding during the Consolidated Plan period.

Also available to Huntington Park business owners, is an economic development team to help entrepreneurs develop a plan, utilize market research, secure funding, navigate incentives, as well as foster innovative private-public partnerships. The city helps propel Huntington Park's economy forward through their CDBG-funded Business Assistance and Economic Development Program by offering the following economic development services:

- **Access:** The City is dedicated to working with businesses to create a streamlined process. Economic Development staff acts as a liaison to other City departments and agencies to ensure that businesses have all the resources it needs to thrive.
- **Business Attraction and Retention:** The City's economic development staff works closely with other city, regional, and state agencies to ensure the business community has the resources and knowledge necessary to prosper.
- **Information Resources:** Economic development staff provides demographic and marketing information to businesses wishing to locate in Huntington Park.
- **Site Selection:** Opportunities sites are maintained by economic development staff.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDs)?

No

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

The City of Huntington Park Community Development Department works with the local businesses to determine how the City can best assist in their economic growth.

Discussion

None

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

Low- and moderate-income households are most impacted by housing problems in Huntington Park. Consistent with HUD, the City defines an area of low/mod concentration as a census tract or block group in which a minimum of 51% of households earn 80% or below the area median income. Figure 2 in the Appendix depicts the census block groups in Huntington Park which meet this definition and are thus considered low and moderate-income concentrations. As indicated, all but three census block groups in the City qualify as a low/mod tract per HUD guidelines. Rather than being contiguous, these three non-low/mod areas are dispersed in the northwest, northeast, and southeast areas of the City.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

As indicated above, all but three census block groups in Huntington Park are defined as low and moderate income. In addition, 97% of the City's population is of Hispanic origin. Thus, the City's socioeconomic characteristics are almost entirely homogeneous, with no specific neighborhoods evidencing greater concentrations of racial/ethnic minorities or low-income families than the City as a whole.

What are the characteristics of the market in these areas/neighborhoods?

Not applicable.

Are there any community assets in these areas/neighborhoods?

Not applicable.

Are there other strategic opportunities in any of these areas?

Not applicable.

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

Low and moderate households need resources which the internet provides. The digital divide is something that effects low and moderate households due to lack of additional financial resources or disposable income to purchase a monthly internet. The internet provides educational resources, financial and health and wellness resources which may assist many families in the low- and moderate income quality of life and acquire needed resources to provide assistance for their households. Low broadband has been linked to increase in poverty rates and vice versa there has been reduction in poverty where broadband was available.

Describe the need for increased competition by having more than one broadband internet service provider serve the jurisdiction.

The need to have competitive business within the City of Huntington Park is essential for residents and businesses. The competitive market for broadband allows socioeconomic advantages to those in the low- and moderate-income range. In 2014, Los Angeles County launched an initiative CityLinkLA aimed at securing private investments in advanced communication networks. The goal is to provide free and low cost or access to competitive rates for Los Angeles County residents. CityLinkLA common goal is to provide economic opportunities that that broadband service can provide. According to USC Annenberg Research Network 96.5% of households in LA County can choose at least 2 basic broadband providers with 7.5% households having a choice of three or more broadband providers. Additionally, there is even less competition in high speed broadband. USC Annenberg research found that 2/3 of Los Angelenos live in areas with a single provider of residential internet. Unsurprisingly, wealthier areas within the coastal communities and San Fernando Valley broadband competition is more intense in comparison to less affluent areas from Long Beach to San Gabriel Valley. Municipalities have to take leadership to provide residents and businesses with competitive broadband options. Low- and moderate-income households have a greater need for competitive, low cost or free broadband services. Broadband services allow low and moderate household to access needed health and wellness services, economic opportunities and educational resources.

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction's increased natural hazard risks associated with climate change.

- Intensive urban growth can lead to greater poverty, with local governments unable to provide services for all people.
- Concentrated energy use leads to greater air pollution with significant impact on human health.
- Automobile exhaust produces elevated lead levels in urban air.
- Large volumes of uncollected waste create multiple health hazards.
- Urban development can magnify the risk of environmental hazards such as flash flooding.
- Pollution and physical barriers to root growth promote loss of urban tree cover.
- Animal populations are inhibited by toxic substances, vehicles, and the loss of habitat and food sources.

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

The low- and moderate-income households are more vulnerable than the average household due to their lack and or limited financial resources to provide the necessary means.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The Housing and Community Development Strategy is the centerpiece of the Consolidated Plan. The Strategy describes:

- **General priorities** for assisting households
- **Programs** to assist those households in need
- **Five-year objectives** identifying proposed accomplishments

The Strategic Plan also addresses the following areas:

- **Supportive public service programming** for both the income-eligible persons and special needs population (afterschool youth programs, senior program, job training, food banks, etc)
- **Homeless assistance and homeless prevention services**
- **Home repair programs** to improve quality of life (Minor Home Repair)
- **Housing Program** that will address affordability (First Time Homebuyer Program)
- **Capital Improvement and Public Infrastructure** in HUD eligible census tracts (Street Improvement Projects and City Park Projects)

In establishing five-year priorities for assistance with CDBG and HOME funds, the City of Huntington Park has taken several factors into consideration: 1) those households most in need of housing and community development assistance, as determined through the Consolidated Plan Needs Assessment, Agency consultation, Community Needs Survey, and public participation process; and 2) the extent of other non-federal resources and programs available to address the needs.

SP-10 Geographic Priorities – 91.215 (a)(1)

Geographic Area

Table 46 - Geographic Priority Areas

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

The City utilizes CDBG and HOME funds for projects and programs operated citywide. However, the majority of CDBG-funded infrastructure and facility projects are targeted to the most-needy neighborhoods: those census tracts where 51% or more of the residents are low- or moderate-income. Of Huntington Park's twenty census tracts, seventeen are majority (>50%) low/mod income and are thus designated "low/mod" tracts by HUD. Census tract 5326.03, block group 1, census tract 5335.03, block group 2, and census tract 5345.01, block group 1 are <50% low/mod and thus do not qualify as a low/mod tract per HUD guidelines. Subtracting the population in these three non-qualifying block groups (2,272) from the City's total population of 59,005 residents results in a balance of 56,733 low/mod residents.

The City's Neighborhood Improvement, Code Enforcement, and Graffiti Removal programs are provided on a citywide basis and are funded in part through the City's General Fund for the three census block groups in the City that are not designated low-moderate income areas. All other activities funded as part of this Consolidated Plan are offered on a citywide basis to low and moderate-income Huntington Park residents, except for HOME-funded Housing Development activities and the CDBG-assisted Commercial Rehabilitation Program in the downtown. The City's rationale for implementing activities on a citywide basis, rather than geographically targeting certain neighborhoods is as follows:

- 95% of Huntington Park's population falls within a designated low/mod area; and
- Huntington Park faces significant needs for neighborhood improvement, code enforcement, residential rehabilitation and other community improvements throughout the City.

SP-25 Priority Needs - 91.215(a)(2)

Priority Needs

Table 47 – Priority Needs Summary

1	Priority Need Name	Priority Housing Needs
	Priority Level	High
	Population	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Elderly Frail Elderly
	Geographic Areas Affected	Citywide
	Associated Goals	Sustain and Strengthen Neighborhoods Preserve Existing & Create New Affordable Housing
	Description	Priority Housing Needs encompasses activities that sustain and strengthen neighborhoods, and preserve existing and create new affordable housing.
	Basis for Relative Priority	Housing has been determined to be a high priority in the City, particularly affordable housing.
2	Priority Need Name	Priority Homeless Needs
	Priority Level	High
	Population	Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth

	Geographic Areas Affected	Citywide
	Associated Goals	Support Agencies that Assist Homeless Populations
	Description	Homeless populations are in need of housing and services. This priority was established to support social service agencies that assist homeless populations.
	Basis for Relative Priority	Homeless services are a high priority in Huntington Park.
3	Priority Need Name	Priority Special Needs Populations
	Priority Level	High
	Population	Elderly Frail Elderly
	Geographic Areas Affected	Citywide
	Associated Goals	Support Agencies that Assist Special Needs Pop.
	Description	Priority Special Needs encompasses providing services to the elderly and frail elderly.
	Basis for Relative Priority	There is a need to help the senior population in Huntington Park.
4	Priority Need Name	Priority Community Facilities
	Priority Level	High
	Population	Non-housing Community Development Other
	Geographic Areas Affected	Citywide
	Associated Goals	Preserve Existing Public Facilities

	Description	Community facilities are often old and outdated and in need of repair. CDBG funds could be used to provide funding for improvements to facilities located in low and moderate income neighborhoods, or that serve a low and moderate income clientele.
	Basis for Relative Priority	Improvements to public facilities are a high priority in Huntington Park.
6	Priority Need Name	Priority Community Services
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Geographic Areas Affected	Citywide
	Associated Goals	Provide Needed Community Services to LMI Persons
	Description	Provide needed services to low and moderate income persons.
	Basis for Relative Priority	Community services that assist low and moderate income persons is a high priority for Huntington Park.
	7	Priority Need Name
Priority Level		High
Population		Other
Geographic Areas Affected		Citywide

	Associated Goals	Sustain and Strengthen Neighborhoods
	Description	Providing economic opportunities to persons of low and moderate income and to businesses that serve a low and moderate income area is a high priority for Huntington Park.
	Basis for Relative Priority	The City is proposing to work with a non-profit business partner who can provide technical assistance to businesses interested in starting a business in Huntington Park, or expanding.
8	Priority Need Name	Other Housing and Community Development Needs
	Priority Level	High
	Population	Other
	Geographic Areas Affected	Not Applicable
	Associated Goals	Planning and Community Development
	Description	Other Housing and Community Development Needs entails administrative activities needed to implement housing and community development needs in the city.
	Basis for Relative Priority	CDBG and HOME administration funds are needed to assist with the implementation and management of CDBG and HOME programs.

Narrative (Optional)

In establishing five-year priorities for assistance with CDBG and HOME funds, the City of Huntington Park has taken several factors into consideration: 1) those households most in need of housing and community development assistance, as determined through the Consolidated Plan needs assessment, consultation, and public participation process; 2) which activities will best meet the needs of those identified households; and 3) the extent of other non-federal resources and programs available to address these needs.

Huntington Park's primary source of funds used to address the community's housing needs are HOME and Section 8. CDBG funds are directed almost entirely towards community development activities. The unmet housing needs identified in this section are based on 2010 census statistics of households with housing problems compiled as part of the CHAS Databook.

Huntington Park's priority non-community development needs include unmet community facility, infrastructure, public service, economic development, and planning needs. Identified needs and priorities reflect the results of input from various City departments, as well as input from agency consultations and the citizen participation process.

DRAFT CON PLAN

SP-30 Influence of Market Conditions – 91.215 (b)

Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	TBRA is the fastest way to provide affordable housing to those in need as it partners existing rental housing owners with voucher holders. With nearly 6,000 low and moderate renter households cost burdened, and approximately 300 applicants on HACoLA's Section 8 waiting list, the need for additional rental assistance is substantial. Market rents in Huntington Park are generally below FMR payment standards, which facilitates the participation of private landlords in the Section 8 rental subsidy program, as evidenced by over 450 active Section 8 leases in Huntington Park.
TBRA for Non-Homeless Special Needs	Similar characteristics that influence the use of TBRA above are applicable to the use of TBRA to serve persons with special needs who are not homeless. However, special needs populations, on average, likely have an even greater need for TBRA than the general low and moderate income population in Huntington Park.
New Unit Production	As documented in the Needs Assessment, 60% of low and moderate income renter households in Huntington Park are cost burdened, and 48% of renters are overcrowded. These households would theoretically qualify for new affordable housing if sufficient resources existed to build them. The cost of land, labor and materials affects the total development costs and the number of units the City can support in any given year. While funds are limited, the City will use regulatory tools - such as flexible development standards, density bonus and other incentives - to support in the expansion of needed affordable housing.

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Rehabilitation	<p>As presented within the Market Analysis, the biggest contributors to substandard housing in Huntington Park are the aging housing stock, household overcrowding, and absentee landlords. The City has a significant number of garages converted into living quarters, with code enforcement staff issuing citations and fines on an ongoing basis requiring garage conversions to be “unconverted”, but continually find new conversions occurring throughout the City. The predominance of older housing (built prior to 1980) in Huntington Park increases the likelihood of exposure to lead based paint hazards. Low and moderate income households occupying units in substandard condition and/or with the presence of lead based paint would theoretically qualify for rehabilitation assistance if sufficient resources existed. The City’s rehabilitation resources support combined acquisition and rehabilitation projects in partnership with non-profits that leverage City dollars with other funding sources. Homeowners of properties in violation of codes are encouraged to apply for City rehabilitation loans, though funding is inadequate to service the number of households in need.</p>
Acquisition, including preservation	<p>With nearly 6,000 low and moderate income Huntington Park renter households cost burdened and over 4,700 overcrowded, these households would theoretically qualify for newly acquired and rehabilitated affordable housing if sufficient resources existed. Typically the City’s rehabilitation resources support combined acquisition and rehabilitation projects in partnership with non-profits that leverage city dollars with other funding sources. The cost of land, labor and materials affects the total development costs and the number of units that the City can support in any given year. Another critical issue that influences the use of funds to acquire properties for the creation or preservation of affordable units is the lack of a permanent source of financing. The elimination of the Huntington Park Redevelopment Agency, coupled with continued reductions in the HOME entitlement, makes addressing priority housing needs more challenging.</p>

Table 48: Influence of Market Conditions

SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ComPlan \$	Narrative Description	
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$			Total: \$
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,276,124	0		1,276,124	5,104,496	
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	639,661	0		639,661	2,558,644	

Table 49 - Anticipated Resources

Consolidated Plan

HUNTINGTON PARK

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Federal funds play a crucial role in implementing the Consolidated Plan. Local private and non-federal funds are usually insufficient to meet the heavy demand for housing and services in our community. Agencies receiving CDBG and HOME funds use those funds as a commitment to receiving other funding sources. Likewise, the City also leverages other resources among the formula grant programs. For example, the HOME program is matched by a variety of sources, including: private investment, public investment, and tax credits.

The HOME Program requires a match of every dollar drawn; however, the City remains exempt from meeting this mandate. Since its inception, the City of Huntington Park has received a 100% match reduction, and expects to receive such a reduction until otherwise indicated by HUD.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Not applicable.

Discussion

SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Huntington Park	Government	Economic Development Ownership Planning neighborhood improvements public facilities public services	Jurisdiction

Table 50 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

The City works with both non-profit agencies and for-profit developers in planning affordable housing through various programs. As funds are limited, Huntington Park will use regulatory tools, such as modified parking and development standards, density bonus, and other incentives to support the expansion of needed affordable housing. The City helps developers by working with City Departments to streamline the process of project approval. Lastly, Huntington Park will expand its existing relationships with local jurisdictions through cooperative agreements, and with the County, State and federal agencies by applying for funds available for producing affordable housing.

The Community Development Department (CDD) maintains direct communication with other City departments when revising or updating housing policies, issues and services. Through daily contact and inter-working relations, City staff implements programs and services and tracks issues of concern. This process allows easy access to data on building activity, housing conditions, code requirements, zoning, employment trends, and other demographic data.

In addition to the City's internal network, through its federal entitlement and other resources, Huntington Park interacts with various non-profit agencies and public service groups in the delivery of programs. These agencies are assisted by City staff in planning programs and projects, ensuring activity eligibility and costs, complying with federal regulations and requirements, and monitoring the timely expenditure of annually allocated program funds. The City requires agencies to submit quarterly and annual reports to meet federal requirements, and periodically conducts sub-recipient audits and on-site reviews.

Furthermore, the City of Huntington Park performs project monitoring of all rent restricted affordable units assisted with HOME, CDBG, and former Redevelopment Agency housing funds.

- Annually, audits are performed to ensure compliance with regulatory agreements and affordability covenants; and
- Periodic, on-site visits are conducted, which will include a property inspection and an in-depth review of all the rent restricted affordable unit files assisted with HOME, CDBG, and the former Redevelopment Agency.

As part of the Consolidated Plan process, the City received input from housing and public service agencies through a combination of consultation workshops, interviews and a Needs Assessment Survey. These agencies provided valuable input into the identification of needs and gaps in service, and in development of the City's five-year Strategic Plan.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy		X	
Legal Assistance			
Mortgage Assistance			
Rental Assistance	X		
Utilities Assistance			
Street Outreach Services			
Law Enforcement			
Mobile Clinics		X	
Other Street Outreach Services			
Supportive Services			
Alcohol & Drug Abuse		X	
Child Care	X	X	
Education	X		
Employment and Employment Training		X	
Healthcare		X	
HIV/AIDS			
Life Skills		X	
Mental Health Counseling		X	
Transportation	X	X	
Other			

Table 51 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

There are many institutions in the service delivery system that provide services to the homeless, particularly the chronically homeless, veterans and their families, and unaccompanied youth. LAHSA is one of the lead agencies in regards to services and the unique need of the homeless population. In many cases, services for homeless population requires that each individual receive multiple or separate services. The following lists the primary services available to the homeless population in Huntington Park (refer to Section MA-30 Homeless Facilities for a description of services provided).

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

Coordination between public agencies providing housing resources, assisted housing providers, private and governmental health, mental health and human service agencies are critical to the delivery of viable products/services.

The primary gap in Huntington Park's service delivery system is a function of the significant cuts in public and private funding and associated reductions in service. Loss of Redevelopment Agency funding, and funding cuts in the CDBG and HOME programs over the last several years, combined with the increased demand for services stemming from the increase of housing cost and high levels of homelessness has resulted in significant gaps in service.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

Overcoming gaps in institutional structure can be a challenge when fund sources are decreased and fluctuate each fiscal year, the City will work with current stakeholders to address priority needs. Huntington Park will collaborate with non-profit agencies, for-profit developers, advocacy groups, clubs, and organizations, neighborhood leadership groups, City departments and with the private sector to implement the City's five-year strategy to address the priority needs outlined in the Consolidated Plan for Fiscal Years 2019/2020 – 2024/2025. Engaging the community and stakeholders in the delivery of services and programs for the benefit of low to moderate residents will be vital in the overcoming gaps in service delivery. The City will also utilize public notices, Community Workshops and Meetings (as appropriate), the City's website, and other forms of media to deliver information on carrying out the Consolidated Plan strategies.

Through the City's Inter-departmental Team, comprised of staff from Community Development, Code Enforcement, Public Works, Parks and Recreation, Building and Safety, and Police Departments, the City is working closer with residents and property owners to improve the City's physical appearance, promote neighborhood improvement programs/projects, work with and develop self-sustaining neighborhood associations (neighborhood/resident groups), and educate community residents, property owners, and businesses of City codes, processes, and services.

DRAFT COMPLIANCE PLAN

SP-45 Goals Summary – 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Preserve Existing & Create New Affordable Housing	2020	2024	Affordable Housing		Priority Housing Needs	CDBG: \$800,000 HOME: \$2,878,475	Homeowner Housing Rehabilitated: 50 Household Housing Unit
2	Support Agencies that Assist Homeless Populations	2020	2024	Homeless		Priority Homeless Needs	CDBG: \$125,000	Homelessness Prevention: 1000 Persons Assisted
3	Support Agencies that Assist Special Needs Pop.	2020	2024	Non-Homeless Special Needs		Priority Special Needs Populations	CDBG: 500,000	Public service activities other than Low/Moderate Income Housing Benefit: 1,000 Persons Assisted
4	Provide Needed Infrastructure Improvements	2020	2024	Non-Housing Community Development		Priority Infrastructure Needs	CDBG: \$2,579,500	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 150,000 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Preserve Existing Public Facilities	2020	2024	Non-Housing Community Development		Priority Community Facilities	CDBG: \$600,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 50,000 Persons Assisted
6	Provide Needed Community Services to LMI Persons	2020	2024			Priority Community Services	CDBG: \$500,000	Public service activities other than Low/Moderate Income Housing Benefit: 1,500 Persons Assisted
7	Planning and Community Development	2020	2024			Other Housing and Community Development Needs	CDBG: \$1,276,120 HOME: \$319,830	Other: 500 Other

Table 52 – Goals Summary

Goal Descriptions

1	Goal Name	Preserve Existing & Create New Affordable Housing
	Goal Description	The City will use HOME funds to assist income eligible household to purchase a home in the City through the First Time Homebuyer Program. The City will use CDBG funds for the Minor Home Repair, which will assist low to moderate income homeowners with basic repairs at no cost.

2	Goal Name	Support Agencies that Assist Homeless Populations
	Goal Description	Using CDBG public service funds, the City will provide assistance to homeless service providers.
3	Goal Name	Support Agencies that Assist Special Needs Pop.
	Goal Description	Using CDBG public service funds, the City will provide assistance to special needs service providers including, but not limited to, the Huntington Park Parks and Recreation Department.
4	Goal Name	Provide Needed Infrastructure Improvements
	Goal Description	Using CDBG funds, the City will provide financial assistance to improve public infrastructure. Projects will be based on the Pavement Management Study and other realted basis used to determine the needs in the income eligible census tract. block group areas.
5	Goal Name	Preserve Existing Public Facilities
	Goal Description	Using CDBG funds, the City will provide financial assistance to improve public facilities and parks. Projects shall be selected based on need and HUD income eligible census tract/ block group areas.
6	Goal Name	Provide Needed Community Services to LMI Persons
	Goal Description	Using CDBG public service funds, the City will provide assistance to various social service agencies for programs for youth, fair housing, anticrime, and general public services. Services must benefit at least 51 percent low/mod persons.
7	Goal Name	Planning and Community Development
	Goal Description	The City will conduct the following administration/planning activities: (1) General Administration of CDBG and HOME Program, including preparation of budget, applications, certifications and agreements, (2) Coordination of CDBG-funded capital improvement projects, (3) Coordination of Public Service Subrecipients, (4) Coordination of HOME-funded housing projects, (5) Monitoring of CDBG and HOME projects/programs to ensure compliance with federal regulations, (6) Preparation of Annual Action Plan, and (7) Preparation of the CAPER. Up to 20% of the annual CDBG entitlement and up to 10% of the HOME entitlement is allowed for administration (Project: CDBG Administration, HOME Administration)

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

DRAFT
NO COMMENT
MANDATORY

SP-50 Public Housing Accessibility and Involvement – 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

Not applicable.

Activities to Increase Resident Involvements

Not applicable.

Is the public housing agency designated as troubled under 24 CFR part 902?

N/A

Plan to remove the ‘troubled’ designation

Not applicable.

SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing

- Decrease in state and federal funding resources to subsidize affordable housing projects and rehabilitation.
- Older housing stock that requires extensive modifications and rehabilitation
- Lack of vacant land lack of parking, limited open space impacting housing negatively
- Home developers frequently cite problems of working through zoning issues in the most local municipalities as a cost that impedes development.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

The City firmly believes that its policies and current practices do not create barriers to affordable housing. In January 2015, the City updated its Analysis of Impediments to Fair Housing Choice in which it reviewed various City policies and regulations and has determined that none of these is an impediment to housing. The City will continue to review any new policies and procedures to ensure they do not serve as an actual constraint to development.

The State Department of Housing and Community Development, in their review of Huntington Park's 2008-2014 Housing Element, determined the City's land use controls, building codes, fees and other local programs intended to improve the overall quality of housing do not serve as a development constraint. Furthermore, the City's Housing Element sets forth the following programs as a means of continuing to facilitate the production of affordable housing:

- Affordable Housing Development Assistance
- Homeownership Assistance
- Affordable Housing Incentives Ordinance
- Modified Standards for Affordable and Special Needs Housing
- Provision of Sites in the CBD and Affordable Housing Overlay Districts
- By-Right Zoning Provisions for Emergency Shelters, Transitional Housing, Supportive Housing and Second Units

To specifically address the removal of barriers for persons with disabilities, Huntington Park recently adopted a Reasonable Accommodation Ordinance. The Ordinance clearly sets forth the procedures under which a disabled person may request a reasonable accommodation in application of the City's land use and zoning regulations. Such a request may include a modification or exception to the requirements for siting, development and use of housing or housing-related facilities that would eliminate regulatory barriers. Reasonable accommodation requests may be approved administratively by the Community Development Director, eliminating the requirement for the disabled applicant to undergo a zoning variance.

SP-60 Homelessness Strategy – 91.215(d)

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Huntington Park does not administer a homeless prevention program; a local homeless provider, the Salvation Army Southeast Communities, provides a referral service and transportation to the nearby Salvation Army Bell Shelter in the city of Bell. The Bell Shelter assesses the individual needs of homeless persons including case management, supportive and transitional housing, individual or group counseling, a drug and alcohol program, job search assistance, homeless veteran's reintegration, adult education, and a mobile medical clinic.

Addressing the emergency and transitional housing needs of homeless persons

Huntington Park addresses the emergency and transitional needs of the homeless and other persons needing shelter by actively participating in programs administered by public and quasi-public agencies. While no emergency shelters are located in Huntington Park, a 340 bed regional shelter is located in the adjacent city of Bell. The Bell Shelter, operated by the Salvation Army, provides emergency and transitional care for up to 340 homeless adults, including 154 in the shelter, 128 in the drug and alcohol program, and 49 in longer-term transitional housing. In addition to a place to stay, the Bell Shelter provides case management; substance abuse rehabilitation; counseling; on-site health care and medical referrals; computer training, job training and job search program; veterans' reintegration program; and life skills classes. On-site adult education classes are offered through the LA Unified School District, which can lead to various vocational certificates. ESL classes are also offered. Bell Shelter collaborated with the County of Los Angeles Department of Mental Health and the Veterans Administration to provide a new, 76,000 foot renovated shelter, targeting homeless, mentally ill, veterans and persons seeking alcohol and drug recovery. In addition, LAHSA oversees homeless data and provides resources for agencies within SPA 7 and assist local agencies with housing services.

The City's Zoning Code currently allows transitional housing and emergency shelter to be located within its City limits. To further these uses, the City revised its Zoning Code in 2009 to identify emergency shelters as a permitted use in the MPD zone, and transitional and supportive housing as permitted uses within residential zoning districts.

Huntington Park also responds to the emergency needs of the homeless and other persons needing emergency shelter by participating in programs administered by homeless service agencies. The City supports the motel voucher program administered by the local Salvation Army and the Southeast Churches Service Center in Huntington Park. Both organizations will continue to provide transportation assistance to those individuals who wish to go to the Bell regional shelter, or other shelters in neighboring communities.

Lastly, Huntington Park used local HOME funds to develop a transitional housing project, Mosaic Gardens, on Middleton Street in Huntington Park. Partnering with LINC Housing, the City restored and renovated the building to serve as a home for limited-income families and transition age youth (TAY), ages 18-24, who also receive services from the Los Angeles County Department of Mental Health (LACDMH). The former 55 motel rooms were converted into 24 apartments to provide each family a space of their own. The location provides easy access to transportation, grocery stores, and job opportunities. The project also provides a large community courtyard with a tot lot and barbecues for residents to enjoy. A community room, private counseling rooms, and computers provide space for social activities and services that will support residents at Mosaic Gardens at Huntington Park.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

In an ongoing effort to continue to address the needs of the homeless and those at risk of homelessness, the City will include a greater focus on the development of sustainable and effective programming, which will consist of: applying for short and long-term available funding; partnerships with experienced service providers capable of leveraging other funding; the ability to create or secure affordable housing; perform homeless case management; and engage the homeless through a street outreach component in order to connect them to available services. The City's goal is to continue and support our current homeless programs and activities with a continued effort on homeless prevention and assistance for families to assist with their successful transition toward self-sufficiency.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

Huntington Park will continue to contract with a fair housing provider to provide a wide range of fair housing services to ensure equal housing opportunities for its residents. LAHSA is the lead agency through their continuum of care(CoC) program and homeless individuals or families and those at-risk of homelessness have the opportunity to get connected to supportive services, treatments, public resources and support groups through the Salvation Army and Southeast Churches Service Center (SCSC). The SCSC receives CDBG funding on an annual basis and should additional funds become available in the future, the City may opt to provide funding support to the Salvation Army as well.

Lastly, lower income households overpaying for housing are likely to be at risk of becoming homeless upon loss of employment, underemployment and cost burden. The City will continue to coordinate with the Los Angeles County Housing Authority to provide Section 8 rental assistance to homeless individuals and families as well as those at risk of becoming homeless.

DRAFT CON PLAN

SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

As a means of better protecting children and families against lead poisoning, in 1999 HUD instituted revised lead-based paint regulations focused around the following five activities:

- Notification
- Lead Hazard Evaluation
- Lead Hazard Reduction
- Ongoing Maintenance
- Response to Children with Environmental Intervention Blood Lead Level

The City has implemented HUD Lead Based Paint Regulations (Title X), which requires federally funded rehabilitation projects to address lead hazards. Lead-based paint abatement is part of the City's Residential Rehabilitation Program and the Acquisition/Rehabilitation of Affordable Rental Housing Program. Units within rental housing projects selected for rehabilitation are tested if not statutorily exempt. Elimination or encapsulation remedies are implemented if lead is detected, and is paid for through CDBG or HOME funds, as appropriate.

How are the actions listed above related to the extent of lead poisoning and hazards?

As discussed earlier in the Housing Market Analysis, 78% of Huntington Park's owner-occupied units were built prior to 1980, and of these 3,214 units, just 6% or 259 units have occupants that include children. Similarly, 83% of Huntington Park's rental housing was built prior to 1980 (8,614 units), with children present in just 6% or 620 of these units. Pre-1980 housing units with children present pose the greatest threat of lead poisoning. With an estimated 879 such households in Huntington Park, lead exposure among children is not a sizable issue.

Another risk factor is household income, with lower income households having a greater risk of exposure. The 2011-2015 CHAS identifies 81% of Huntington Park's households as earning less than 80% HAMFI, translating to an estimated 9,989 low and moderate income households residing in the City's approximately 12,395 pre-1980 housing units.

How are the actions listed above integrated into housing policies and procedures?

The Community Development Department coordinates the City's efforts to reduce lead-based paint hazards. To reduce lead in existing housing, all rehabilitation and minor home repair projects funded with CDBG and HOME are tested for lead and asbestos. When a lead-hazard is present, a lead consultant is hired to provide abatement or implementation of interim controls.

The City will also coordinate with the L.A. County Childhood Lead Prevention Program (CCLPP). CCLPP is responsible for enforcement of L.A. County's Lead Abatement Ordinance, including inspection, regulations and consultation. The CCLPP provides the City with the address of any household where there is evidence of lead poisoning or elevated blood levels in children or any other evidence of lead from a physical inspection of a property. The City will contact the property owner and offer financial aid to assist in the abatement of the hazard. The City will provide lead hazard education and outreach through its newsletter and at other information distribution outlets (e.g., City Hall, Parks and Recreation, and the Library).

In 2009, the City was awarded a \$1.57 million HUD Lead Based Paint Hazard Control Grant, allowing significant expansion of its lead prevention and abatement activities. The grant enabled the City to identify and remediate lead hazards in 90 units occupied by lower income families with children, and educate the community about lead poisoning prevention, healthy homes and integrated pest management. The City is currently reapplying for the same grant to continue efforts to remove lead in the city's housing stock.

Lastly, the City's Minor Home Repair program can provide weatherization services, and as needed exterior paint, and perform healthy home interventions focusing on repairs for integrated pest management, moisture problems, smoke alarms, and correction or replacement of faulty appliances.

SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

In Huntington Park, factors that contribute to over one-quarter of the population living below poverty include: low level of education; inadequate job skills; unemployment or underemployment at minimum wage; and language barriers. The City's ability to reduce or assist in reducing the number of households with incomes below the poverty line is dependent on its ability to increase the local employment base, and to increase educational and job training opportunities. The City has designated Economic Development as a High Priority, and will actively continue to support a variety of activities in support of these goals.

- Hub Cities One-Stop Career Center located in Huntington Park serves as the community's primary center for job training, placement and career planning assistance, with approximately 5,000 persons utilizing the Center's services each month.
- A youth employment program with paid internships is provided through the Center, serving approximately 100 area youth annually.
- The Career Center also provides services to businesses and partners within Los Angeles County to carry out a Rapid Response Services program for businesses experiencing layoffs or closures.
- Huntington Park's Economic Development Program includes a variety of business retention and attraction activities to enhance the City's business climate. Technical and business planning assistance is provided, including site referral and commercial space inventory services.
- The Pacific Boulevard Business Improvement District (BID) promotes the economic development of the downtown by providing funding for a variety of improvements to the downtown, including additional promotion, security, and cleaning, and most recently a Downtown Specific Plan.
- The Southeastern Los Angeles County Small Business Development Corporation (SBDC) administers a business assistance program for businesses with 50 or fewer employees. Services include business management counseling and training, small business loans and a business resource center.
- The Miles Avenue Library offers a reading literacy program for students and adults. Several agencies offer ESL classes throughout the community.
- Numerous City-sponsored youth programs are geared towards keeping kids in school, such as the After School Youth Program and Juveniles At-Risk Boot Camp Program, with the goal of ultimately gaining meaningful employment.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

Huntington Park's overall program for affordable housing is integral to the City's strategy for reducing the number of poverty level families and individuals in the community. Examples of the inter-relatedness of Huntington Park's housing programs to poverty reduction include:

- Participation by nearly 300 low and extremely low-income Huntington Park households in the Housing Choice Rental Assistance Voucher Program administered by the Los Angeles County Housing Authority (LACoLA).
- Implementation of city-wide Tenant-Based Rental Assistance Program, with funding preference given to low income elderly households.
- The City utilized HOME funds to assist in the adaptive reuse of a former vacant motel to provide 24 units of affordable housing for lower income families and transition age youth receiving services from the Los Angeles Department of Mental Health (LACDMH). Residents will participate in services provided on-site by LINC Cares, in addition to receiving ongoing services from LACDMH.
- During 2020/21, the City will utilize HOME funds to gap finance an affordable housing project at a location yet to be determined.

SP-80 Monitoring – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Huntington Park follows HUD monitoring procedures for CDBG-funded public service subrecipients which includes desk reviews of quarterly progress reports and expenditures, and periodic on-site visits to ensure compliance with federal regulations. All subrecipients are required by their subrecipient agreement to submit performance reports that demonstrate work is being performed in accordance with the scope of service, that evidences progress in meeting performance milestones, and that shows expenditures are allowable under the agreement. Staff also conducts periodic on-site monitoring of project activities to document compliance with HUD eligibility guidelines, performance in reaching contract goals, to determine if administrative and fiscal systems are adequate, and to ensure compliance with other crosscutting federal regulations.

CDBG-funded capital projects are monitored by regular status and fiscal reports for Davis/Bacon requirements throughout the course of the project, as well as frequent site visits by staff. For some projects, the City's Community Development Department outsources the monitoring and project inspections on construction work.

The City is also responsible to HUD for monitoring HOME-assisted rental projects. The City's monitoring protocol serves to determine if HOME-assisted rental housing remains affordable, its occupants are low- and very low-income, and that the property is maintained in standard condition throughout the affordability period. Rental project monitoring occurs at four levels:

- Annually, a desk audit is performed wherein the owner/property manager will submit information certifying household sizes, household incomes and rents for all HOME-restricted units;
- An on-site visit will be conducted triennially during which an in-depth review will occur of all HOME and federal crosscutting requirements, e.g., affirmative marketing and tenant selection procedures;
- Projects are inspected in accordance with the HOME regulations.
- Upon receipt of a developer's project pro forma, the City conducts an economic analysis to ensure that, in accordance with the City's adopted underwriting and layering review guidelines, the amount of warranted HOME assistance is necessary to provide affordable housing.

The City has adopted layering review guidelines in compliance with HOME requirements. The City asserts that (a) prior to the commitment of funds to a project, the project is to be evaluated based upon its layering guidelines, and that (b) it will not invest any more HOME funds in combination with other governmental assistance than is necessary to provide affordable housing. The City's layering review guidelines is also to be used when determining the level of HOME funds to be used in a project absent

other governmental assistance. In the event that additional sources of funds not initially contemplated are later infused, the City may opt to update the evaluation.

The City shall also follow steps to monitor beneficiaries of the Single-Family Residential Rehabilitation Program. During the pre-monitoring phase, applicants will sign a clause on the application form certifying that the property is the principal residence.

DRAFT CON PLAN

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2) Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Narrative Description
			Annual Allocation: \$	Prior Year Resources:	Total: \$	
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,276,124	0	1,276,124	5,104,496
						\$

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ConPlan \$	Narrative Description	
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$			Total: \$
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership	639,661	0		639,661	2,558,644	

Table 53 - Expected Resources - Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Federal funds play a crucial role in implementing the Consolidated Plan. Local private and non-federal funds are usually insufficient to meet the heavy demand for housing and services in our community. Agencies receiving CDBG and HOME funds use those funds as a commitment to receiving other funding sources. Likewise, the City also leverages other resources among the formula grant programs. For example, the HOME program is matched by a variety of sources, including private investment, public investment, and tax credits.

The HOME Program requires a match of every dollar drawn; however, the City remains exempt from meeting this mandate. Since its inception, the City of Huntington Park has received a 100% match reduction and expects to receive such a reduction until otherwise indicated by HUD.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Not applicable.

Discussion

DRAFT CON PLAN

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Preserve Existing & Create New Affordable Housing	2020	2024	Affordable Housing		Priority Housing Needs	HOME: \$575,695	Homeowner Housing Added: 3 Household Housing Unit
2	Support Agencies that Assist Homeless Populations	2020	2024	Homeless			CDBG: \$15,000	Public service activities other than Low/Moderate Income Housing Benefit: 200 Persons Assisted
3	Support Agencies that Assist Special Needs Pop.	2020	2024	Non-Homeless Special Needs		Priority Special Needs Populations	CDBG: \$195,596	Public service activities other than Low/Moderate Income Housing Benefit: 250 Persons Assisted
5	Provide Needed Community Services to LMI Persons	2020	2024			Priority Community Services	CDBG: \$216,690	Public service activities other than Low/Moderate Income Housing Benefit: 250 Persons Assisted
6	Planning and Community Development	2020	2024			Other Housing and Community Development Needs	CDBG: \$255,224 HOME: 63,966	Other: 100 Other

Consolidated Plan

HUNTINGTON PARK

114

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
	Unallocated						Unallocated CDBG: 593,614	

Table 54 – Goals Summary

Goal Descriptions

1	Goal Name	Preserve Existing & Create New Affordable Housing
	Goal Description	
2	Goal Name	Support Agencies that Assist Homeless Populations
	Goal Description	
3	Goal Name	Support Agencies that Assist Special Needs Pop
	Goal Description	
4	Goal Name	Provide Needed Infrastructure Improvements
	Goal Description	
5	Goal Name	Provide Needed Community Services to LMI Persons
	Goal Description	
6	Goal Name	Planning and Community Development
	Goal Description	

DRAFT
COMPLIANCE PLAN

Consolidated Plan

HUNTINGTON PARK

OMB Control No: 2506-0117 (exp. 06/30/2018)

Projects

AP-35 Projects – 91.220(d)

Introduction

The following projects are based on the City's identified priority needs and activities. Projects/programs operated citywide are noted. The majority of the projects are targeted low- and moderate-income persons, or neighborhoods in census tracts with 51% or more who are low- or moderate-income. All proposed activities are eligible and meet program service targets.

Projects

#	Project Name
1	Salvation Army 2020
2	CDBG Program Administration 2020
3	HP Senior Program 2020
4	Parks and Recreation School Program 2020
5	First Time Homebuyer 2020
6	HOME Program Administration 2020

Table 55 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of Huntington Park plans to use all of their CDBG and HOME funds towards programs that benefit low to moderate income persons (excluding the administrative portion). These programs include assistance to seniors; youth; homeless persons; homeowners and tenants/landlords. The City will address housing obstacles by providing grants to low -moderate income home owners to repair their homes in regards to health and safety issues; and provide down payment assistance to interested eligible applicants. One of the major obstacles the City faces is providing quality services while keeping both the residents and City Staff safe during the current pandemic, COVID-19

AP-38 Project Summary
Project Summary Information

DRAFT COMPLIANCE PLAN

Consolidated Plan
OMB Control No: 2506-0117 (exp. 06/30/2018)

HUNTINGTON PARK

1	Project Name	Salvation Army 2020
	Target Area	
	Goals Supported	Support Agencies that Assist Homeless Populations
	Needs Addressed	Priority Homeless Needs
	Funding	CDBG: \$15,000
	Description	This program provides services to the homeless, those at risk of being homeless and low-income families/persons through the provision of various activities including emergency food service for families, senior food bags, showers, clothing and furniture vouchers, emergency motel vouchers and bus tokens.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	60 persons that meet the HUD income criteria
	Location Description	2965 E Gage Avenue, Huntington Park, CA 90255
Planned Activities	This program provides services to the homeless, those at-risk of being homeless and low-income families/persons through the provision of various activities including emergency food service for families, senior food bags, showers, clothing and furniture vouchers, emergency motel vouchers and bus tokens.	
2	Project Name	CDBG Program Administration 2020
	Target Area	
	Goals Supported	Planning and Community Development
	Needs Addressed	Other Housing and Community Development Needs
	Funding	CDBG: \$255,224
	Description	This program provides for the overall development, financial management, coordination and monitoring of the CDBG program, HUD communication, public participation, as well as planning and urban environmental design and studies.
	Target Date	6/30/2021
Estimate the number and type of families that will benefit from the proposed activities	Provide free fair housing services CDBG administration n/a	

	Location Description	Due to the pandemic, activities will take place virtually, on-line and over the phone.
	Planned Activities	Fair Housing: Virtual Fair Housing workshops, virtual walk-in clinics, on-line assistance, email and phone calls. CDBG Administration- prepare Annual Action Plan, CAPER, Substantial Amendment
3	Project Name	HP Senior Program 2020
	Target Area	
	Goals Supported	Support Agencies that Assist Special Needs Pop.
	Needs Addressed	Priority Special Needs Populations
	Funding	CDBG: \$195,596
	Description	The HP Senior Program promotes the benefits of leading a healthier lifestyle among older adults through educational workshops, coordinated physical activities and other recreation-based activities.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	250 seniors (presumed group)
	Location Description	Virtual Assistance due to COVID-19
	Planned Activities	Virtual programming due to COVID-19
4	Project Name	Parks and Recreation School Program 2020
	Target Area	
	Goals Supported	Provide Needed Community Services to LMI Persons
	Needs Addressed	Priority Community Services
	Funding	CDBG: \$216,690
	Description	Due to COVID-19, the program will be changing its format. This program will provide daycare/school supervision at City parks for the essential workers children until the schools reopen. The rest of children will be mailed educational materials, coloring books, activity sheets, crayons, pens, paper and such while homeschooled due to the COVID-19 and and the SAFER at HOME order.
	Target Date	6/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	250 children who are in HUD Income eligible households
	Location Description	Due to COVID-19, the City will provide a childcare/school assistance for essential workers at the parks.
	Planned Activities	Due to COVID-19, the City will provide a childcare/school assistance for essential workers at the parks. The remaining children will be provided educational materials through the mail.
5	Project Name	First Time Homebuyer
	Target Area	Citywide
	Goals Supported	Preserve Existing and Create New Affordable Housing
	Needs Addressed	
	Funding	HOME: \$575,695
	Description	Funds provided as used as downpayment assistance
	Target	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	3 households
	Location	6550 Miles Avenue Huntington Park, CA
	Planned Activity	Provide silent second for home purchase
6	Project Name	HOME Program Administration 2020
	Target Area	
	Goals Supported	Planning and Community Development
	Needs Addressed	Other Housing and Community Development Needs
	Funding	HOME: \$63,966
	Description	Funds provide for the overall development, management, coordination and monitoring of the HOME program.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	n/a

Location Description	City Hall 6550 Miles Avenue Huntington Park, CA 90255
Planned Activities	The overall development, management, coordination and monitoring of the HOME program.

DRAFT CON PLAN

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City utilizes CDBG and HOME funds for projects and programs operated citywide. However, the majority of CDBG-funded facility projects are targeted to the most-needy neighborhoods: the census tracts of residents classified to be low-to moderate income were 51% or more. Based on the ACS 2015 LOW MOD Census Data, Huntington Park has thirty-two census tracts with a majority (>50%) low/mod income and are thus designated “low/mod” tracts by HUD. Census tract 53301.07, block group 4, is <50% low/mod and therefore do not qualify as a low/mod tract per HUD guidelines.

Geographic Distribution

Target Area	Percentage of Funds

Table 56 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	3
Special-Needs	0
Total	3

Table 57 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	3
Acquisition of Existing Units	3
Total	3

Table 58 - One Year Goals for Affordable Housing by Support Type

Discussion

The City's CDBG-funded Minor Home Repair Program is available to low-to-moderate income single-family homeowners (up to four units) on a first-come-first-serve basis. The program is published on the City's website and newsletter, and informational flyers are available at various counters at Huntington Park City Hall.

AP-60 Public Housing – 91.220(h)

Introduction

Huntington Park's Housing Assistance Voucher (formerly Section 8) Rental Assistance Program is administered by the Los Angeles County Housing Authority (HACoLA). As of April 2020, HACoLA's Housing Assistance Voucher program assisted 22,585 families through a partnership with 8,896 property owners throughout the County. Within Huntington Park, HACoLA administers 471 tenant-based vouchers for low income households (April 2020).

Actions planned during the next year to address the needs to public housing

Not applicable

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The City of Huntington Park will provide outreach to the community to inform them of the First-Time Homebuyer Program.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable

Discussion

None

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The Los Angeles Homeless Services Authority released the results of the 2020 Greater Los Angeles Homeless Count, which showed 66,436 people in Los Angeles County experiencing homelessness, Friday. This represents a 12.7% rise from last year's point-in-time count.

Steeply rising inflow estimates indicate that economic precarity has made homelessness more volatile as well. An estimated 82,955 people fell into homelessness during 2019, and an estimated 52,686 people "self-resolved" out of homelessness—in addition to the 22,769 placed into housing through the homeless services system despite the tight housing market. Put another way, an average of 207 people exit homelessness every day—while 227 people become homeless.

This year's Count revealed that two-thirds of the unsheltered adults experiencing homelessness were homeless for the first-time last year, and 59% of them cited economic hardship as the cause.

The Los Angeles County is divided up into eight Service Planning Areas. The East Los Angeles Service Planning Area (SPA 7), includes the City of Huntington Park. The 2020 Greater Los Angeles Homeless Count states that the total population of homeless in SPA 7 is 4,586 individuals, while the sheltered population is 955 individuals and 3,631 are unsheltered. Of that homeless population, 4,094 adults are not in family units. Approximately, 2,906 of the homeless accounted for are Hispanic/Latino, 741 are Black/African American and 807 are White.

The City of Huntington Park's homeless population fluctuates throughout the year. Homeless populations are on the rise, with no signs of slowing down especially when there is a financial downturn. Currently, there is a global pandemic that has hit the nation's economy down to its knees. The devastation has hit the local community hard by businesses having to close, residents losing their jobs and or reduction in hours and local schools closing.

Describe the Jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Although the City of Huntington Park does not manage a homeless prevention program, one CDBG program has supported local homeless. The Salvation Army Southeast Community has provided a referral service and transportation to the Salvation Army Shelter located in the City of Bell. The Bell Shelter evaluates the individual needs of each homeless person including case management, supportive and transitional housing, individual or group counseling, drug and alcohol programs, job search and many

other much needed services.

Addressing the emergency shelter and transitional housing needs of homeless persons

Huntington Park addresses the needs of the homeless and other persons who are in need of shelter by taking part in programs operated by public agencies. Even though there are no emergency shelters that are located in Huntington Park, a regional shelter is located just adjacent in the city of Bell. The Bell Shelter even offers programs that include case management, substance abuse rehabilitation, counseling, on-site health care and medical referrals, computer and job training search programs, veterans' reintegration programs, and life skills classes. Adult educational and ESL classes are offered as well through the LA Unified School District (LAUSD), which can lead to different vocational certificates. The County of Los Angeles Department of Mental Health provides an array of services through various agencies throughout the County.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City refers individuals in need to one of the nearby shelters or programs administered by homeless service agencies. For example, The Salvation Army will continue to provide transportation assistance to those individuals who wish to proceed to the Bell regional shelter or any other shelters in neighboring communities.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Huntington Park has used local HOME funds to expand a housing project, the Middleton Project consists of 20 units, including 1 manager unit. Ten (10) very-low, nine (9) extremely low and One (1) apartment manager unit.

Discussion

In an ongoing effort to address the necessities of the homeless and those at risk of homelessness, the City focuses on the development of rational and effective programming , which consist all of: partnerships

with service providers capable of leveraging other funding, the ability to create or secure affordable housing, perform homeless case management, and engage with the homeless through a street outreach component in order to connect them to available services. The City's overall objective is to expand on current homeless programs and activities within a larger emphasis on homeless veterans and families to accommodate with.

Huntington Park has done an agreement with fair housing in order to issue a wide range of fair housing services to assure equal housing opportunities for its residents. Individuals or families who are homeless and those at jeopardy of homelessness will have the opportunity to get associated with supportive services, treatments, public resources and support groups through the Salvation Army. Those in lower income households who overpay for housing are more likely to be at risk of becoming homeless upon loss of employment. Huntington Park will also consult with the Los Angeles County Housing Authority to provide for Section 8 rental assistance to homeless individuals and families, which those at risk of becoming homeless may also be included.

DRAFT CON PLAN

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City of Huntington Park has had a strong history of being able to support affordable housing. The City itself has gone on to adopt numerous provisions within the Zoning Ordinance that facilitates a range of residential development types and encourages affordable housing. Those provisions include flexible development standards for affordable housing, a density bonus ordinance, and reasonable accommodation procedures for persons with disabilities. Furthermore, the City and its former Redevelopment Agency have provided financial assistance to support mixed income housing projects. However, the loss of Redevelopment Housing Funds, along with reductions in Federal HOME funds, will dampen the level of future affordable housing productions in the City.

The primary barrier to the provisions of affordable housing in Huntington Park, besides funding constraints, are the lack of vacant land that is suitable for residential development. Separate owners of smaller parcels hold much of the underdeveloped and residentially zoned lands in the City, which calls for alternative policy tools. In order to accommodate for higher density infill developments, these tools consist of lot consolidation and/or demolition of existing structures that are old.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City of Huntington Park Planning Department is in the process of reviewing their long term strategy documents to develop a well-rounded guide the City can use moving forward. The plan will address barriers to affordable housing, such as land use controls, zoning ordinances, building codes, fees and charges as well as local policies.

Discussion:

None

AP-85 Other Actions – 91.220(k)

Introduction:

The City of Huntington Park has identified long-range strategies, activities and funding sources to implement the goals in the areas of housing and community development services for the benefit of the residents.

Actions planned to address obstacles to meeting underserved needs

- The City will continue to seek other resources and funding sources to address the bigger obstacles in order to meet the community's underserved needs, which is the lack of funding and/or inadequate funding.
- The City will look for more innovative and creative ways to make its delivery systems comprehensive and continue existing partnerships with both for-profit and non-profit organizations.
- The City will promote their HOME funded First-Time Home Buyer Program.
- The City is currently addressing certain housing needs with federal funds such as availability, condition, and fair housing practices in order to prevent homelessness.
- The City is also addressing community development needs with federal funds such as infrastructure, improving public facilities and enhanced code enforcement.

Actions planned to foster and maintain affordable housing

The City's First-Time Homebuyer Program will connect the bridge for those who could not normally afford a home; therefore, fostering affordable housing.

The City is providing funding support to local public service agencies such as the Salvation Army that addresses the service needs of the homeless and those at risk of becoming homeless. The City offers an Emergency Housing Assistance Program through CDBG-CV to assist those affected by COVID-19 with their rent or mortgage.

Actions planned to reduce lead-based paint hazards

In order to better protect children and families against lead poisoning, in 1999 HUD instituted and revised

lead-based paint regulations to focus more around the following five activities:

- Notification
- Lead Hazard Evaluation
- Lead Hazard Reduction
- Ongoing Maintenance
- Response to Children with Environmental Intervention Blood Lead Level

The City has implemented HUD Lead Based Paint Regulations (Title X), that requires federally funded rehabilitation projects to address lead hazards. Lead-based paint abatement is part of the City's Residential Rehabilitation Program and the Acquisition/Rehabilitation of Affordable Rental Housing Program. These programs select units within rental housing projects and runs rehabilitation test if not statutorily exempt. Elimination or encapsulation remedies are implemented if lead is detected and is paid for through CDBG or HOME funds, as appropriate.

The Community Development Department coordinates the City's efforts to reduce lead-based paint hazards pursuant to HUD Lead Based Paint Regulations (Title X). In order to reduce lead in existing households, all rehabilitation and minor home repair projects that are funded with CDBG and HOME are tested for lead and asbestos. When a lead-hazard is seen as present, a lead consultant is hired to provide abatement or implementation of interim controls.

The City will also coordinate with the L.A. County Childhood Lead Prevention Program (CCLPP), who is responsible for enforcement of L.A. County's Lead Abatement Ordinance, including inspection, regulations and consultation. The CCLPP provides the City with the address of any households where there is evidence of lead poisoning, which may include elevated blood levels in children or any other evidence of lead from a physical inspection of a property. The City will then contact the property owner and offer financial aid to assist in the abatement of the hazard. The City provides lead hazard education and outreach through its newsletter and at other information distribution outlets (e.g., City Hall, Parks and Recreation, and the Library).

Lastly, the City's Minor Home Repair program can provide weatherization services, and as needed exterior paint, and perform healthy home interventions. The interventions focus on repairs for integrated pest management, moisture problems, smoke alarms, and correction or replacement of faulty appliances.

Actions planned to reduce the number of poverty-level families

Based on the Consolidated Plan's Needs Assessment and available funds for program year 2020-21, the City will allocate available resources (CDBG and HOME) to support public service programs for the benefit of low to moderate-income residents. In order to provide community enrichment programming, affordable housing, case management services and development of life skills and self-sufficiency, the City

will expand and create new partnerships with service providers and community based organizations.

Actions to be taken:

- Allocating at minimum 15 percent of CDBG entitlement funds for public services to increase family stability for lower income households.(Due to COVID-19, the City was able to request a waiver to increase the 15 Cap for public service, FY 19-20 and FY 20-21)
- Offer First-Time Homebuyer Program to income eligible persons and households.

Additionally, the City encourages social service providers, the government, housing providers/developers and the private sector to provide services and development programs that enhance job opportunities for Huntington Park residents, particularly low-income individuals.

The City will fully comply with Section 3 of the Housing and Community Development Act to help foster local economic development and individual self-sufficiency. This set of regulations requires that the City provide job training, employment, and contracting opportunities for low or very low-income residents in connection with housing and public construction projects.

Actions planned to develop institutional structure

As the recipient of CDBG and HOME funds, the City has delegated the Federal Funding and Grants Division to be the lead Division responsible for the overall administration of HUD grants. Furthermore, the Division will prepare the Consolidated Plan every five years, the Annual Action Plan and CAPER, as well as other reports required by federal rules and regulations. The Community Development Department will prepare the Analysis of Impediments to Fair Housing Choice.

To implement the City's five-year strategy in addressing the priority needs in the Consolidated Plan for Fiscal Years 2020/2021 – 2024/2025, the City will work with many programs. These programs include non-profit agencies, for-profit developers, advocacy groups, clubs, organizations, neighborhood leadership groups, City departments and private sectors. Engaging the community and stakeholders in the delivery of services and programs will be vital in overcoming gaps for the benefit of low to moderate residents. The City will also utilize public notices, Community Workshops and Meetings (as appropriate), the City's website, and other forms of media to deliver information on how to carry out the Consolidated Plan strategies.

Actions planned to enhance coordination between public and private housing and social service agencies

In an ongoing effort to bridge the gap of various programs and activities, the City has developed partnerships and collaborations with local service providers and City departments that have been instrumental in meeting the needs and demands of the homeless, which may include low income individuals and families. Over the years, the City has created new partnerships or expanded them along

the way. These partners include the, Huntington Park Police, Parks and Recreation, and Public Works departments. Service programs that partner with the City also include Southeast Churches Service Center, Los Angeles Legal Center, The Salvation Army, YMCA, and the Los Angeles Homeless Services Authority (LAHSA). During FY 2020/21, the City plans to continue developing more partnerships.

Discussion:

Over the current fiscal year FY 20-21, the City of Huntington Park will reassess current actions to address the obstacles and modify them accordingly.

DRAFT CON PLAN

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

The City of Huntington Park participates in HUD's CDBG Program that is used for creating decent affordable housing, suitable living environments, and economic opportunities. The new program year (2020/21) will begin on July 1, 2020.

The City of Huntington Park HUD funded programs and activities under the Annual Action Plan for FY 2020-2021 shall follow all HUD required regulations and policies concerning program income, low moderate income benefit for the CDBG program, resale and recapture provisions for the HOME program and other forms of investment.

Eligible applicants receiving CDBG assistance include subrecipients (awarded non-profits) who may carry out programs to benefit program beneficiaries on behalf of the City. Applications from interested subrecipients may be solicited by the City directly or via published Notices of Funds Availability at the discretion of the City. Eligible beneficiaries for CDBG funded Minor Home Rehab, HOME funded Housing Rehabilitation or First-Time Homebuyer Programs include households earning less than 80 percent of Area Median Income (AMI). Eligible participants are those who have not previously owned a home (in the last three years) for the City's First-Time Homebuyer Program and those who reside in a single family owner-occupied housing unit for the City's Housing Rehabilitation Program and Minor Home Rehab Program. Awarded funds will be provided on a first come first serve basis (completed application with support documentation) in order to eliminate favoritism. A client waiting list will be established in the event of limited funds for any specific program. The City's HOME programs will be advertised via flyers, notification on the City's website, and if necessary, publication in a newspaper of general circulation. The City will also conduct program workshops as necessary to solicit prospective applicants.

The program guidelines and applications for all programs may be obtained in person at the City's Federal Funding and Grants Division located at City Hall.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed 0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. 0
3. The amount of surplus funds from urban renewal settlements 0

Consolidated Plan HUNTINGTON PARK 134

- 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan 0
- 5. The amount of income from float-funded activities 0
- Total Program Income:** 0

Other CDBG Requirements

- 1. The amount of urgent need activities 0
- 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. 70.00%

**HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(I)(2)**

- 1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City will provide grants, interest-bearing and non-interest-bearing deferred payment loans or residual receipts loans permitted under 24 CFR 92.206 (b) (1). The City will not institute other forms of investment forms not described in the aforementioned section nor provide loan guarantees described under 24 CFR 92.206 (b) (21).

- 2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

In FY 2021, the City of Huntington Park is proposing a First Time Homebuyer Program. Currently, the City is following the recapture guidelines listed below:

HOME Loan. The City provides a "silent second" deferred trust deed mortgage to fund the difference between the market sales price (up to a maximum sale price established by HUD) and a mortgage amount that will provide an affordable housing cost to low and moderate-income households. The City loan is structured as a junior deferred loan to allow the borrower's repayment ability to be fully utilized under the primary loan. The City HOME loan will be recorded as a lien on the property, and will be due upon sale or transfer of title or when the borrower no longer occupies the home as his/her principal residence as required under 24 CFR 92.254. Homebuyers will sign a HOME Agreement pursuant to §92.504(c)(5) of the HOME rule, which outlines the affordability restrictions and

recapture guidelines, as well as a Promissory Note and Deed of Trust.

Affordability Requirements. The affordability period in connection with the resale of HOME-assisted units will be 15 years.

Recapture Provisions. Should the property cease to be the principal residence of the homebuyer, the City will recapture the full amount of HOME investment (HOME subsidy) to the extent where there are net proceeds following the sale of the property and repayment of non-HOME loan repayments and closing costs. Net proceeds are defined as the amount of sale proceeds remaining (if any) after payment of any superior loan(s) (non-HOME funds) and customary closing costs. This limitation applies regardless of the nature of the sale (voluntary sales including short sales, and involuntary sales including foreclosures). This indebtedness becomes due and payable upon sale or transfer of the property, prior to the expiration of the period of affordability, to the extent where there are sufficient "net proceeds". If upon the voluntary or involuntary sale of the property prior to the expiration of the period of affordability there are insufficient net proceeds to pay the balance remaining of the City HOME loan, the Homebuyer is relieved from any further obligation to pay the indebtedness.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

In FY20-21, the City proposes to use HOME funds for a homebuyer program.

- The City loan is structured as a "Silent Second" loan (junior deferred loan) to allow the borrower's repayment ability to be fully utilized under the primary loan. The City HOME loan will be recorded as a lien on the property, and will be due upon sale or transfer of title or when the borrower no longer occupies the home as his/her principal residence as required under 24 CFR 92.254. Homebuyers will sign a HOME Agreement pursuant to §92.504(c)(5) of the HOME rule, which outlines the affordability restrictions and recapture guidelines, as well as a Promissory Note and Deed of Trust.
- **Affordability Requirements.** The affordability period in connection with the resale of HOME-assisted units will be 15 years.

Recapture Provisions. Should the property cease to be the principal residence of the homebuyer, the City will recapture the full amount of HOME investment (HOME subsidy) to the extent there are net proceeds following the sale of the property and repayment of non-HOME loan repayments and closing costs. Net proceeds are defined as the amount of sale proceeds remaining (if any) after payment of any superior loan(s) (non-HOME funds) and customary closing costs. This limitation applies regardless of the nature of the sale (voluntary sales including short sales, and involuntary sales including foreclosures). This indebtedness becomes due and payable upon sale or transfer of the property, prior to the expiration of the period of affordability, to the extent there are sufficient "net proceeds". If upon the voluntary or involuntary sale of the property prior to the expiration of the period of affordability there are insufficient net proceeds to pay the balance remaining of the City

HOME loan, the Homebuyer is relieved from any further obligation to pay the indebtedness

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City does not propose to provide refinancing with HOME funds as described under 24 CFR 92.206(b). However, when lending HOME funds for single-family dwellings, the City may find it necessary to allow refinancing to permit or continue affordability under §92.252. If so, the City will amend its Consolidated Plan to describe refinancing guidelines that include the following refinancing general guidelines:

- a) Demonstrate the rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
- b) Require review of management practices to demonstrate that disinvestment in the property has not occurred, that the long-term needs of the project can be met and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
- c) State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
- d) The affordability period will be 15 years.
- e) Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area.
- f) State that HOME funds cannot be used to refinance multifamily loans made or insured by any Federal program, including CDBG.

None

Appendix - Alternate/Local Data Sources

1	Data Source Name Housing Choice Vouchers in Huntington Park
	List the name of the organization or individual who originated the data set. Housing Authority of County of Los Angeles
	Provide a brief summary of the data set. HACoLA conducted a special run of its Housing Choice Voucher (Section 8) database to determine rent vouchers under contract within the city of Huntington Park.
	What was the purpose for developing this data set? To obtain city-specific information.
	How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population? Comprehensive and citywide.
	What time period (provide the year, and optionally month, or month and day) is covered by this data set? The data run was conducted in September 2014.
	What is the status of the data set (complete, in progress, or planned)? Complete.
	2
Data Source Name 2013 Greater Los Angeles Homeless Count Report	
List the name of the organization or individual who originated the data set. Los Angeles Homeless Services Authority (LAHSA)	
Provide a brief summary of the data set. 2013 Point in Time homeless count conducted for the Los Angeles Continuum of Care (LA CoC excludes the cities of Glendale, Pasadena and Long Beach)	

	<p>What was the purpose for developing this data set?</p> <p>Enumerate the nature and extent of homelessness in the region.</p>
	<p>How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population?</p> <p>Comprehensive.</p>
	<p>What time period (provide the year, and optionally month, or month and day) is covered by this data set?</p> <p>January 2013</p>
	<p>What is the status of the data set (complete, in progress, or planned)?</p> <p>Complete.</p>
3	<p>Data Source Name</p> <p>Vacant Units in Need of Rehab or Replacement</p>
	<p>List the name of the organization or individual who originated the data set.</p> <p>City of Huntington Park Code Enforcement</p>
	<p>Provide a brief summary of the data set.</p> <p>Observation by the City Code Enforcement staff that given the low vacancy rates and strength of the housing market, that no known homes are sitting vacant or bank-owned and in need of rehabilitation or replacement.</p>
	<p>What was the purpose for developing this data set?</p> <p>To complete the Vacant Units Table required in the Consolidated Plan.</p>
	<p>Provide the year (and optionally month, or month and day) for when the data was collected.</p> <p>March 2015.</p>
	<p>Briefly describe the methodology for the data collection.</p> <p>Observation by Code Enforcement staff.</p>
	<p>Describe the total population from which the sample was taken.</p> <p>Citywide.</p>
	<p>Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.</p> <p>Not applicable.</p>



**DRAFT CITIZEN
PARTICIPATION PLAN**

For Council Consideration on

OCTOBER 6, 2020

TABLE OF CONTENTS

I. DEFINITIONS.....	3-4
II. BACKGROUND.....	4
III. PUBLIC INPUT ON CITIZEN PARTICIPATION PLAN	5
IV. OBJECTIVES.....	5-6
V. ROLE OF CITIZENS.....	6-7
VI. GUIDELINES FOR CITIZEN PARTICIPATION.....	7-12
VII. TECHNICAL ASSISTANCE AND MISCELLANEOUS PROVISIONS.....	12-13
VIII. CITIZEN SERVICE REQUESTS AND GRIEVANCE PROCEDURE.....	13-14
IX. ACCESS TO RECORDS.....	14
X. DISPLACEMENT POLICY.....	14
 ATTACHMENT A:	
RESIDENTIAL ANTIDISPLACEMENT & RELOCATION ASSISTANCE PLAN.....	15-19
 ATTACHMENT B:	
WAIVERS OF COMMUNITY PLANNING AND DEVELOPMENT (CPD) GRANT PROGRAM AND CONSOLIDATED PLAN REQUIREMENTS TO PREVENT THE SPREAD OF COVID-19 AND MITIGATE ECONOMIC IMPACTS CAUSED BY COVID-19	20-22

I. DEFINITIONS

Community Development Block Grant (CDBG). Authorized under Title I of the Housing and Community Development Act of 1974, as amended, the CDBG Program combined multiple federal categorical grants under one regulation. The funds are a block grant that can be used to address critical and unmet community needs including those for housing rehabilitation, public facilities, infrastructure, economic development, public services, and more. The City is provided an annual grant on a formula basis as a CDBG Entitlement recipient. Funds are used to develop a viable urban community by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.

Consolidated Plan. The document that is submitted to HUD that serves as the comprehensive housing affordability strategy, community development plan, and submissions for funding under any of the Community Planning and Development formula grant programs (e.g., CDBG, ESG, HOME, and HOPWA), that is prepared in accordance with the process described in this part.

Continuum of Care. The group composed of representatives of relevant organizations, which generally includes nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

Emergency Solutions Grants (ESG). The ESG Program awards grants for these components: street outreach, shelter, homeless prevention and rapid re-housing. ESG activities include: renovation/rehabilitation of shelters, essential services, operations, housing relocation and stabilization/financial assistance, housing relocation, stabilization/financial services and rental assistance, Homeless Management Information System (HMIS) and administrative costs.

HOME Investment Partnerships Program (HOME). HOME funds are awarded annually as formula grants to participating jurisdictions (PJs), States and localities, that are used - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. HOME is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

Housing Opportunities for Persons with AIDS (HOPWA). The HOPWA Program was established by HUD to address the specific needs of persons living with HIV/AIDS and their families. HOPWA makes grants to local communities, States, and nonprofit organizations for projects that benefit low-income persons medically diagnosed with HIV/AIDS and their families.

Predominantly Low- and Moderate-Income Neighborhoods. The City defines low- and moderate-income neighborhoods as an area commensurate with one or more coterminous census block groups, where at least 51 percent of the residents are persons with gross household incomes not exceeding 80 percent of annual adjusted median income based on family size.

II. BACKGROUND

On January 5, 1995, the U.S. Department of Housing and Urban Development (HUD) issued a Final Rule under 24 CFR Part 91 that combined into a single Consolidated Plan submission the planning and application requirements of 17 federal programs [24 CFR 91.2 (b) (1)-(17)] and HUD's four formula grant programs: the Community Development Block Grant (CDBG) Program including the Section 108 Loan Guarantee (Section 108) Program, HOME Investment Partnerships Act (HOME) Program, Emergency Shelter Program (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) program of the U.S. Department of Housing and Urban Development (HUD). The aforementioned Final Rule also consolidates the reporting requirements for these programs.

The regulations implementing the consolidated submission requires the City of Huntington Park (City) to adopt a Citizen Participation Plan for the consolidated planning, application and reporting processes. The City is required to have a Consolidated Plan approved by HUD as a prerequisite for federal funding. Part of the Consolidated Plan process entails the grantee to certify that it is in full compliance, and is following a detailed Citizen Participation Plan (this document), consistent with the requirements of 24 CFR 91.105. To that end, this amended Citizen Participation Plan serves to bring the City into full compliance.

Accordingly, the City previously adopted a Citizen Participation Plan, pursuant to Section 104(a) (3) of the Housing and Community Development Act of 1974, as amended. By doing so, the City acknowledges the integral role of citizen participation in the process of neighborhood improvement, planning and development, and execution of the CDBG and HOME Programs administered by the City.

The City's Community Development Department (CDD) is the lead agency responsible for the consolidated submission and reporting to HUD. As such, the CDD is responsible for administering non-housing aspects of the CDBG Program and the housing activities of the CDBG Program and the HOME Program.

III. PUBLIC INPUT ON CITIZEN PARTICIPATION PLAN

The revised Draft Citizen Participation Plan was made available for public review and comment between October 1, 2020 and October 6, 2020. The City published a notice in the "The Huntington Park Bulletin" on October 1, 2020 informing the public of the availability of the document for review and comment. The public had access to review the draft document at the Huntington Park City Clerk's Office and the Federal Funding and Grants Division counter. Due to the outbreak of COVID-19, the Huntington Park Library and the Family Center at 3355 Gage Avenue, Huntington Park have been closed till further notice. The draft document was also posted on the City's website. The public was invited to provide comments on the Draft Citizen Participation Plan on July 7, 2020 at a regular public meeting of the Huntington Park City Council.

IV. OBJECTIVES

The City's Citizen Participation Plan is designed to ensure equitable representation of all segments of the population and to aid communication between the City and its residents on matters pertaining to the use of all federal funding from HUD. The Citizen Participation Plan sets forth policies and procedures the City Council adopted to encourage citizen involvement regarding the use of federal funds, notably Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds. The intent of the Citizen Participation Plan is to encourage those least likely to participate in the process, especially low-income persons living in distressed neighborhoods, in public and assisted housing developments, and in areas where CDBG funds are proposed to be used. This document outlines basic tenets of the citizen participation regulations and remains in effect throughout the implementation of the City's entitlement awards from the federal government or until these funds are closed out.

The Citizen Participation Plan promotes citizen participation in the following key areas:

- A. Preparation of the Consolidated Plan, a five-year strategic plan that outlines the strategy and goals for the City's use of the federal funding sources;
- B. Development of the Annual Action Plan, which describes projects that will be undertaken in the upcoming fiscal year with the federal funding sources;
- C. Consideration of substantial amendments to a Consolidated Plan and/or Annual Action Plan;
- D. Provide an opportunity for residents to review and comment on the annual Consolidated Annual Performance and Evaluation Report (CAPER), which

describes Huntington Park's implementation of activities funded by the HUD formula programs CDBG and HOME; and

E. Give consideration of substantial amendments to the Citizen Participation Plan.

The City of Huntington Park utilizes its funding from HUD in accordance with national objectives for the use of federal formula grant funds, for program planning, citizen participation, and implementation processes required by HUD. The City prepares a Five-Year Consolidated Plan that includes the identification of priority needs in the community and five-year goals to address those needs. As a federal grantee, the City sets forth its own five-year priorities and objectives to respond to local housing and community development needs; addresses affordable housing, homeless and other special population needs; affirmatively furthers fair housing; and, promotes community and economic development. Each year, based upon the Five-Year Consolidated Plan, the City adopts an Annual Action Plan to implement programs to address those priority needs identified in the Consolidated Plan. Several months after the conclusion of each Annual Action Plan program year (July 1 - June 30), the City prepares a Consolidated Annual Performance and Evaluation Report (CAPER) for submission to HUD.

V. ROLE OF CITIZENS

Citizen involvement is essential in assuring that City policies, procedures, programs and activities are well suited to local needs. Citizens' concerns and ideas may be expressed to the City Council. The City Council addresses itself to the development, review and adoption of the following areas:

- A. The City's Consolidated Plan and Annual Action Plan;
- B. The submission of the City's CAPER;
- C. City improvement strategies, programs, policies and procedures; and
- D. The Citizen Participation Plan.

Regular meetings of the City Council are held the first and third Mondays of the month, at 6:00 p.m., in the City Council Chambers (2nd floor) at City Hall, located at 6550 Miles Avenue, Huntington Park, 90255. City Hall and the City Council Chambers are accessible to the disabled.

City Council Meeting agenda and supporting documentation is available for public review at 4:00 p.m. Thursday prior to the regularly scheduled meeting in the Office of the City Clerk located at City Hall or online at www.hpca.gov. Cable broadcast of regular City Council meetings are available throughout the week on Charter Communications (Local Access Channel 3). Council meetings are broadcast daily at

10:00 a.m., 3:00 p.m., 7:00 p.m. and 9:00 pm. City Council meetings are also available by Video-on-Demand at the City's website.

VI. GUIDELINES FOR CITIZEN PARTICIPATION

The citizen participation process provides citizens of Huntington Park with the formal opportunity to take part in the development of housing and community development programs and amendments to adopted plans at a community-wide level in a public forum during a specified City Council Meeting. Listed below are the specific guidelines governing information access, public notices, and technical assistance, among others, that the City will follow to encourage citizen participation in the preparation of the Consolidated Plan, Annual Action Plan, and CAPER.

A. Consolidated Plan and Annual Action Plan

As mandated by federal regulations, the City submits a Consolidated Plan every five years and an Annual Action Plan to HUD. The Consolidated Plan is a long-range plan that identifies community development and housing needs of low-income Huntington Park residents, establishes priorities, and describes goals, objectives and strategies to address identified priorities. The Annual Action Plan is a document that lists specific activities for CDBG and HOME funding in the upcoming program year, as well as applications for both federal programs.

The following steps will be taken to encourage all Huntington Park citizens, including minorities, non-English speaking persons, and persons with disabilities, to participate in the development of the Consolidated Plan and Annual Action Plan and afford these citizens an opportunity to review and comment on the Consolidated Plan and Annual Action Plan:

1. In preparation of the Consolidated Plan, the City will distribute a Community Needs Survey (in English and Spanish) to local agencies, and will conduct a consultation workshop with housing, health, homeless, disabled, and other social service providers to identify key housing and community development needs and issues in the City, as well as identifying gaps in service.
2. The City will conduct a community workshop in English (and Spanish if necessary) to solicit citizens' opinions regarding perceived community needs during development of the Consolidated Plan, and provide a written Community Needs Survey (in English and Spanish) to establish expenditure priorities of CDBG and HOME monies.
3. The City will distribute from time-to-time a Request for Proposals (RFP) to nonprofit organizations and City departments to carry out public service activities.

4. The City will elicit comment from local and regional institutions, the Continuum of Care and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) when developing and implementing the Consolidated Plan.
5. In conjunction with consultation with public housing agencies, the City will encourage participation of residents in public and assisted housing developments while developing and implementing the Consolidated Plan, along with other low-income residents of targeted revitalization areas in which the developments are located. The City will provide information to public housing agencies in Huntington Park and surrounding cities about consolidated plan activities related to its developments and surrounding communities so that the PHA can make this information available at the annual public hearing required for the PHA Plan.
6. Prior to the publication of the City's Consolidated Plan, the public hearing will be held to solicit and consider any public comments (oral and written) on the use of CDBG and HOME funds. The public hearing will serve to obtain the views of citizens on housing and community development needs, including priority non-housing community development needs. Spanish translation services will be made available at the public hearings. To ensure that all City residents have sufficient opportunity to take notice of all scheduled public hearings, all public hearing notices, including the date, time and location, shall be published in a local newspaper of general circulation at least fifteen (15) days prior to the date of the public hearing. Public hearings are held at 6:00 p.m. in the City Council Chambers located at 6500 Miles Avenue (2nd Floor), Huntington Park and are accessible to the disabled.
7. A summary describing the contents and purpose of the proposed Consolidated Plan and/or Annual Action Plan will be published in a newspaper of general circulation. The summary will also include a list of locations where a complete draft of the Consolidated Plan and Annual Action Plan may be obtained for review. The summary will include the amount of assistance expected to be received, grant funds and program income, the range of activities that may be undertaken and the estimated amount that will benefit persons of low- and moderate-income.
8. The publication of the summary will commence a 30-day public comment period, during which citizens will have the opportunity to examine the proposed Consolidated Plan and/or Annual Action Plan and submit comments regarding the draft document to the City's Community Development Department (see address below.) Complete copies of the draft Consolidated Plan and/or Annual Action Plan will be available for review at the following locations:

City Hall
(City Clerk and Community
Development Department)
6550 Miles Avenue
Huntington Park, CA 90255

Huntington Park
Library
6518 Miles Avenue
Huntington Park, CA
90255

Salt Lake Park
3401 E. Florence Ave.
Huntington Park, CA 90255

9. A public hearing before the City Council will be held to adopt the Consolidated Plan and Annual Action Plan and to provide citizens further opportunity to comment on the Plans. The public hearing will serve again to obtain the views of citizens on housing and community development needs, including priority non-housing community development needs. A summary of comments or views along with a summary of any comment or view not accepted and the reasons therefore, shall be attached to the final Consolidated Plan. All guidelines set forth under the Public Comment section of this document will be followed to ensure and encourage citizen participation.

B. Program Amendments

Consolidated Plans and/or Annual Action Plans may be revised during the program year.

1. Minor Amendments. Any revisions not defined below as a Substantial Amendment constitutes a minor amendment not requiring public notification or citizen participation in advance of implementing such changes. Upon completion, the City will make the amendment public and notify HUD that an amendment has been made. The City will submit a copy of each minor amendment to HUD as it occurs, or at the close of program year.
2. Substantial Amendments. The following changes to the City's Consolidated Plan and/or Action Plan constitute substantial amendments requiring public notification and public review subject to the citizen participation process described at 24 CFR 91.105 and 24 CFR 91.115.

- a. The City makes a change in its allocation priorities or a change in the method of distribution of funds;
 - b. The City carries out an activity, using funds from any program covered by the Consolidated Plan, including program income, not previously described in the Action Plan;
 - c. The City proposes not to carry out an activity described in the Annual Action Plan and, if funded, cancel the activity in the federal Integrated Disbursement Information System (IDIS);
 - d. There is a change in the purpose, scope, location, or beneficiaries of an activity; or
 - e. There is a cumulative change in the use of CDBG or HOME funds from one activity to another activity in the Annual Action Plan that exceeds 30 percent of the entitlement award for the program year. If the CDBG award, for instance, is \$1.0 million, then an activity budget could be increased or decreased by up to \$300,000. Examples of CDBG activities include public services, economic development, capital projects, and housing. Examples of HOME activities include homebuyer programs.
3. In the event that an amendment to the Consolidated Plan and/or Annual Action Plan qualifies as a substantial change, citizens will be given an opportunity to participate in the planning process. This opportunity will be afforded to the citizens by following the same steps (numbers 7 and 8) as provided under Section IV of this Citizen Participation Plan and restated below.
 - a. The City will publish a summary describing the contents and purpose of the proposed substantial amendment to the Consolidated Plan and/or Annual Action Plan and it will be published in a newspaper of general circulation. The summary will also include a list of locations where a complete draft of the Amended Consolidated Plan and Amended Annual Action Plan may be obtained for review.
 - b. The publication of the summary will commence a 30-day public comment period, during which citizens will have the opportunity to examine the proposed Amended Consolidated Plan and/or Amended Annual Action Plan and submit comments regarding the draft document to the City's Community Development Department.
 4. After the close of the 30-day public comment period, the City Council will consider approving a Substantial Amendment to the City's Consolidated Plan

and/or Annual Action Plan. If an amendment does not qualify as a substantial change, documentation of the amendment will be made to the current Consolidated Plan or Annual Action Plan, and notification of the amendment will be made available to residents and provided to HUD. All substantial amendments to the Consolidated Plan or Annual Action Plan and all amendments to the Citizen Participation Plan will be reviewed and approved by the City Council. A summary of comments or views along with a summary of any comment or view not accepted and the reasons therefore, will be attached to the final Consolidated Plan and/or Annual Action Plan.

C. Consolidated Annual Performance Evaluation Report (CAPER)

Upon completion of the CAPER and prior to its submission to HUD, a public notice will be published in a newspaper of general circulation announcing the availability of the CAPER for review and comment prior to a public hearing. This public review and comment period shall be for a minimum 15-day period beginning on the day of publication. During this period, citizens will have the opportunity to examine the CAPER and submit comments to the City's Community Development Department regarding the document. A public hearing will also serve to obtain the views of citizens about program performance. A summary of comments or views along with a summary of any comment or view not accepted and the reasons therefore, will be attached to the CAPER.

D. Public Comment

Public comment, verbally or in writing, is accepted throughout the program year, and is particularly invited during the noticed public comment periods described under Sections A, B and C above. Public hearings shall provide a major opportunity for citizen input on proposed neighborhood improvement programs, activities, policies and procedures. At a minimum, the City will conduct three separate public hearings annually—one for the purpose of soliciting comments from the public on needs and priorities for the development of the Consolidated Plan and Annual Action Plan, a second for the purpose of adopting the Consolidated Plan and/or Annual Action Plan, and a third public hearing accepting the Consolidated Annual Action Plan (CAPER) following a review of program performance. Public hearings will be held at times convenient to potential and actual beneficiaries, and accessible to the disabled.

Notices of public comment periods shall be published no later than the first day of the public comment period, which shall conclude with the public hearing before City Council. To ensure that all City residents have sufficient opportunity to take notice of all scheduled public hearings, all public hearing notices, including the date, time and location, shall be published in a local newspaper of general circulation at least fifteen (15) days prior to the date of the public hearing. Public notices will be published in local newspapers of general circulation when

pertaining to any projects proposed citywide, such as the Consolidated Plan, Annual Action Plan and CAPER.

E. Information Access

Included in the Consolidated Plan will be the estimated amount of federal funding available to the City and the range of eligible activities, programs, and projects designed to utilize these available funds. Copies of the Consolidated Plan, Annual Action Plan, Citizen Participation Plan, CAPER, and documents regarding other important program requirements including contracting procedures, environmental policies, fair housing/equal opportunity requirements and relocation provisions, will be available to the public during the City's regular business hours, Monday through Thursday from 7:00am- 5:30pm in the Federal Funding and Grants Division located at Huntington Park City Hall, 6550 Miles Avenue, Huntington Park, CA 90255. Additional information may be obtained by calling (323) 584-6266. Upon request, the City will make all information available in a format accessible to persons with disabilities.

VII. TECHNICAL ASSISTANCE AND MISCELLANEOUS PROVISIONS

A. Non-English Speaking Citizens

The City will provide bilingual assistance whenever determined necessary to afford non-English speaking citizens an equal opportunity to comprehend and adequately express their views regarding the planning, implementation, monitoring and evaluation of neighborhood improvement activities. Spanish translations will be available during public hearings and workshops. To the extent that is feasible, the City will attempt further to cater to non-English speaking citizens by providing written material in Spanish. The availability of these services will be so noted in the Notices regarding the community meetings.

B. Technical Assistance

In an effort to encourage the submission of views and proposals regarding the Consolidated Plan and Annual Action Plan, particularly from residents of target areas and groups representative of persons of low- and moderate-income, the City shall provide technical assistance in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan or Annual Action Plan, if requested. Such assistance will include, but is not limited to, the provision of sample proposals, and program regulations and guidelines.

C. Provisions for the Disabled

Adequate and accessible parking will be provided for all public meetings to facilitate the attendance of disabled residents. The City will provide various auxiliary aids to enable equal access for persons with

impaired sensory, manual, or speaking skills. Services and devices for persons with impaired vision include audio recordings via televised regular meetings of the City Council and archived videos of previous meetings. Auxiliary aids for persons for hearing impaired residents seeking information regarding housing and community development programs, the City has Teletype TDD machines available upon request.

VIII. CITIZEN SERVICE REQUESTS AND GRIEVANCE PROCEDURE

Citizens should be aware that any questions or grievances, concerning the City of Huntington Park's Consolidated Plan, Annual Action Plan, any Amendments or CAPER, are to be submitted in writing to the City's Community Development Department located at Huntington Park City Hall, 6550 Miles Avenue, Huntington Park, CA 90255. During the actual development of the Consolidated Plan or Annual Action Plan submission or substantial amendment or the CAPER, oral or written concerns or complaints regarding the Plans or amendment shall initiate a written response indicating assessment of the complaint and/or proposals and actions taken to address the complaints and/or proposals before final submission of the documents to HUD. The City shall ensure that reasonable attempts are made to respond to questions or complaints in a timely manner, usually within fifteen (15) working days after receipt of the inquiry.

Although HUD will consider objections submitted at any time, such objections should be submitted within thirty-days of the submission of the Consolidated Plan, Annual Action Plan, any Amendments, or CAPER to HUD. Any written inquiries submitted to HUD should be addressed as follows:

U.S. Department of Housing and Urban Development Los
Angeles Field Office
300 North Los Angeles
Street, Suite 4054
Los Angeles, CA 90012

Objections submitted to HUD must meet one or more of the following criteria:

1. The description of needs and objectives are plainly inconsistent with available facts and data.
2. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant jurisdiction.
3. The Submission does not comply with specific requirements or law.
4. The Submission proposes the undertaking of ineligible activities.

It is incumbent upon an objector to state clearly the grounds for an objection to the Submission, or any other grievance or problem.

Additional criteria may apply for certain projects requiring additional review, such as environmental review. Any notices regarding these projects will refer to both the standard and applicable additional criteria.

IX. ACCESS TO RECORDS

Persons, agencies and other interested parties may access information and records related to the City's Consolidated Plan, Annual Action Plan and the City's use of CDBG and HOME funds during the preceding five years. Interested parties will be offered reasonable and timely access to records in accordance with applicable public records access regulations.

X. DISPLACEMENT POLICY

In an effort to minimize displacement of persons and to assist any persons displaced by governmental actions, the City of Huntington Park has adopted a Residential Anti-Displacement and Relocation Assistance Plan. This Plan is attached hereto as Attachment A.

ATTACHMENT A
CITY OF HUNTINGTON PARK
RESIDENTIAL ANTIDISPLACEMENT ANDRELOCATION
ASSISTANCE PLAN

**CITY OF HUNTINGTON PARK
RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION
ASSISTANCE PLAN**

This Residential Antidisplacement and Relocation Assistance Plan (RARAP) is prepared by the City of Huntington Park (City) in accordance with the Housing and Community Development Act of 1974, as amended; and Department of Housing and Urban Development (HUD) regulations at 24 CFR 42.325 and is applicable to the City's Community Development Block Grant (CDBG), including the Section 108 Loan Guarantee Program, and HOME Investment Partnerships Act (HOME)-assisted projects.

Section 104(d) of the Housing and Community Development Act of 1974, as amended (HCD Act), and U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program regulations provide that, as a condition for receiving assistance, as a grantee, the City must certify that it is following a Residential Antidisplacement and Relocation Assistance Plan (RARAP), which contains two major components:

1. A requirement to replace all occupied and vacant occupiable low-moderate-income dwelling units that are demolished or converted to a use other than low-moderate-income housing in connection with an activity assisted under the HCD Act and 24 CFR 570.606(c)(1)); and
2. A requirement to provide certain relocation assistance to any lower income person displaced as a direct result of (1) the demolition of any dwelling unit or (2) the conversion of a low/moderate-income dwelling unit to a use other than a low/moderate-income dwelling in connection with an assisted activity.

The Huntington Park City Council previously approved a Displacement Policy for residents displaced from substandard structures when determined through City generated activities that eminent health, safety problems or extreme overcrowding exist. In addition, the City adopted a Tenant Assistance Policy for use in conjunction with the property improvement programs. The City is now amending its RARAP to ensure compliance with changes that occurred on January 4, 2005 to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act or URA) 1970, as amended.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, Huntington Park will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- Coordinate code enforcement with rehabilitation and housing assistance programs;

- Stage rehabilitation of apartment units to allow tenants to remain in the building complex during and after the rehabilitation, working with empty units first;
- Where feasible, give priority to rehabilitation of housing in lieu of demolition to minimize displacement;
- If feasible, demolish or convert only dwelling units that are unoccupied or vacant occupiable¹ dwelling units, especially if units are lower-income units as defined in 24 CFR. 42.305; and
- Target only those properties deemed essential to the need or success of the project.

Relocation Assistance to Displaced Persons

The City will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG and HOME Programs, move permanently or move personal property from real property as a direct result of the demolitions of any dwelling unit or the conversion² of a lower-income dwelling unit³ in accordance with requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant will be provided relocation assistance in accordance with the Uniform Act, as amended, and implementing regulations at 49 CFR Part 24.

One-for One Replacement of Lower-Income Dwelling Units

In accordance with section 104(d) of the Housing and Community Development Act of 1974, as amended (HCD Act) (Pub. L. 93-383, 42 U.S. C. 5301 *et seq*) and the implementing regulations at 24 CFR 42.375, the City will fulfill its obligation of providing one-for-one replacement housing by replacing all occupied and vacant occupiable lower-income dwelling units⁴ demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG and HOME Programs.

¹ A **vacant occupiable dwelling unit** means a vacant dwelling unit that is in a standard condition; a vacant dwelling unit that is in a substandard condition, but is suitable for rehabilitation; or a dwelling unit in any condition that has been occupied (except by a squatter) at any time within the period beginning three months before the date of execution of the agreement by the recipient covering the rehabilitation or demolition.

² The term **conversion** means altering a housing unit to either use the dwelling for non-housing purposes, continue to use a unit for housing; but it fails to meet the definition of lower-income dwelling unit; or it is used as an emergency shelter. If a housing unit continues to be used for housing after completion of the project is not considered a "conversion" insofar as the unit is owned and occupied by a person who owned and occupied the unit before the project.

³ A **lower-income dwelling unit** means a dwelling unit with a market rent (including utility costs) that does not exceed the applicable Fair Market Rent.

⁴ The term **dwelling** as defined by the URA at 49 CFR 24.2(a)(10) includes transitional housing units or non-housekeeping units (SRO) commonly found in HUD programs. An emergency shelter is generally not considered a "dwelling" because such a facility is usually not a place of permanent, transitional or customary and usual residence.

To that end, the City, in fulfillment of 24 CFR 42.375, will replace all units triggering replacement-housing obligations with comparable lower-income dwelling units. Acceptable replacement units that are provided by the City or private developer will meet these requirements:

- The units will be located within the city and, to the extent feasible and consistent with other statutory priorities, be located within the same neighborhood as the units replaced.
- The units must be sufficient in number and size to house no fewer than the number of occupants who could have been housed, as determined by the City's local housing occupancy codes, in the units that are demolished or converted.
- The units must be provided in standard condition⁵.
- Replacement units must initially be made available for occupancy up to one year prior to the City publishing information regarding the project initiating replacement housing requirements and ending three years after commencing demolition or rehabilitation related to the conversion.
- Replacement units must remain lower-income dwelling units for a minimum of ten years from the date of initial occupancy. Replacement lower-income dwelling units may include public housing or existing housing receiving Section 8 project-based assistance.

Disclosure and Reporting Requirements

Before entering into a contract committing the City to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City will make public by publishing in a newspaper of general circulation and will submit to HUD the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of and assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;

⁵ Pursuant to 24 CFR 42.305, the terms *standard condition* and *substandard condition suitable for rehabilitation* have the meaning established by the City in its HUD-approved Consolidated Plan required under 24 CFR part 91.205 as part of the housing and homeless needs assessment.

4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided;
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower- income dwelling unit for at least ten years from the date of initial occupancy;
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a two-bedroom unit with two one- bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units or a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items four through seven are unavailable at the time of the general submission, the City will identify the general locations of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the City may submit a request to HUD for a determination that the one-to-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Contacts

The City's Community Development Department at (323) 584-6200 is responsible for tracking the replacement of lower income dwelling units and ensuring that they are provided within the required period.

The City's Community Development Department at (323) 584-6200 is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower- income dwelling units to another use.

ATTACHMENT B

**CITY OF HUNTINGTON PARK WAIVERS OF COMMUNITY PLANNING AND
DEVELOPMENT (CPD) GRANT PROGRAM AND CONSOLIDATED PLAN REQUIREMENTS
TO PREVENT THE SPREAD OF COVID-19 AND MITIGATE ECONOMIC IMPACTS
CAUSED BY COVID-19**

CITY OF HUNTINGTON PARK



The City of Huntington Park requested the below waivers on April 12, 2020. On April 16, 2020, the City received acknowledgement from the local HUD office and an effective date for utilizing the waiver as of April 15, 2020.

Availability of Waivers of Community Planning and Development (CPD) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19

CONSOLIDATED PLAN REQUIREMENTS

No 8. Citizen Participation Public Comment Period for Consolidated Plan Amendment

Requirement: 30-day Public Comment Period.

Citations: 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401

Explanation: A CPD grantee may amend an approved consolidated plan in accordance with 24 CFR 91.505. Substantial amendments to the consolidated plan are subject to the citizen participation process in the grantee's citizen participation plan. The citizen participation plan must provide citizens with 30 days to comment on substantial amendments.

Justification: Given the need to expedite actions to respond to COVID-19, HUD waives 24 CFR 91.105(c)(2) and (k), 91.115(c)(2) and (i) as specified below, in order to balance the need to respond quickly to the growing spread and effects of COVID-19 with the statutory requirement to provide reasonable notice and opportunity for citizens to comment on substantial amendments concerning the proposed uses of CDBG, HOME, HTF, HOPWA or ESG funds.

Applicability: This 30-day minimum for the required public comment period is waived for substantial amendments, provided that no less than 5 days are provided for public comments on each substantial amendment. The waiver is available through the end of the recipient's 2020 program year. Any recipient wishing to undertake further amendments to prior year plans following the 2020 program year can do so during the development of its FY 2021 Annual Action Plan.

No 9. Citizen Participation Reasonable Notice and Opportunity to Comment

Requirement: Reasonable Notice and Opportunity to Comment. Citations: 24 CFR 91.105(c)(2) and (k), 24

CFR 91.115(c)(2) and (i) and 24 CFR 91.401

Explanation: As noted above, the regulations at 24 CFR 91.105 (for local governments) and 91.115 (for States) set forth the citizen participation plan requirements for recipients. For substantial amendments to the consolidated plan, the regulations require the recipient to follow its citizen participation plan to provide citizens with reasonable notice and opportunity to comment. The citizen participation plan must state how reasonable notice and opportunity to comment will be given.

Justification: HUD recognizes the efforts to contain COVID-19 require limiting public gatherings, such as those often used to obtain citizen participation, and that there is a need to respond quickly to the growing spread and effects of COVID-19. Therefore, HUD waives 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401 as specified below to allow these grantees to determine what constitutes reasonable notice and opportunity to comment given their circumstances.

Applicability: This authority is in effect through the end of the 2020 program year.

Public Hearing Comments

The City of Huntington Park conducted a public hearing to consider the City's Housing and Community Development needs for the City's Five-Year Consolidated Plan covering FY 2020/21 -2024/25, the associated FY 2020/21 Annual Action Plan, and the Citizen Participation Plan on Tuesday, October 6, 2020. During the public hearing no public comments were received. The following comments were made by the City Council members:

Council Member Sanabria expressed having questions about the programming but would address that with staff.

Council Member Martinez inquired about the assistance provided by the First Time Home Buyer Program and Minor Home Repair Program. Mr. Martinez looks forward to having Neighborhood Improvement programs in the future.

Council Member Ortiz would like to see the First Time Home Buyer Program being implemented this fiscal year and inquired about having a job development program as well as a youth program.

Council Member Macias would also like for the First Time Home Buyer Program to be implemented this fiscal year and looks forward to having a Parks and Recreation afterschool swimming program in the future.

Mayor Avila commented on the need of housing in the City and the need for more Parks and Recreation programs for the children in the community.

ATTACHMENT B



DRAFT CITIZEN PARTICIPATION PLAN

For Council Consideration on

OCTOBER 6, 2020

TABLE OF CONTENTS

I. DEFINITIONS.....	3-4
II. BACKGROUND.....	4
III. PUBLIC INPUT ON CITIZEN PARTICIPATION PLAN	5
IV. OBJECTIVES.....	5-6
V. ROLE OF CITIZENS.....	6-7
VI. GUIDELINES FOR CITIZEN PARTICIPATION.....	7-12
VII. TECHNICAL ASSISTANCE AND MISCELLANEOUS PROVISIONS.....	12-13
VIII. CITIZEN SERVICE REQUESTS AND GRIEVANCE PROCEDURE.....	13-14
IX. ACCESS TO RECORDS.....	14
X. DISPLACEMENT POLICY.....	14
ATTACHMENT A: RESIDENTIAL ANTIDISPLACEMENT & RELOCATION ASSISTANCE PLAN.....	15-19
ATTACHMENT B: WAIVERS OF COMMUNITY PLANNING AND DEVELOPMENT (CPD) GRANT PROGRAM AND CONSOLIDATED PLAN REQUIREMENTS TO PREVENT THE SPREAD OF COVID-19 AND MITIGATE ECONOMIC IMPACTS CAUSED BY COVID-19	20-22

I. DEFINITIONS

Community Development Block Grant (CDBG). Authorized under Title I of the Housing and Community Development Act of 1974, as amended, the CDBG Program combined multiple federal categorical grants under one regulation. The funds are a block grant that can be used to address critical and unmet community needs including those for housing rehabilitation, public facilities, infrastructure, economic development, public services, and more. The City is provided an annual grant on a formula basis as a CDBG Entitlement recipient. Funds are used to develop a viable urban community by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.

Consolidated Plan. The document that is submitted to HUD that serves as the comprehensive housing affordability strategy, community development plan, and submissions for funding under any of the Community Planning and Development formula grant programs (e.g., CDBG, ESG, HOME, and HOPWA), that is prepared in accordance with the process described in this part.

Continuum of Care. The group composed of representatives of relevant organizations, which generally includes nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

Emergency Solutions Grants (ESG). The ESG Program awards grants for these components: street outreach, shelter, homeless prevention and rapid re-housing. ESG activities include: renovation/rehabilitation of shelters, essential services, operations, housing relocation and stabilization/financial assistance, housing relocation, stabilization/financial services and rental assistance, Homeless Management Information System (HMIS) and administrative costs.

HOME Investment Partnerships Program (HOME). HOME funds are awarded annually as formula grants to participating jurisdictions (PJs), States and localities, that are used - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. HOME is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

Housing Opportunities for Persons with AIDS (HOPWA). The HOPWA Program was established by HUD to address the specific needs of persons living with HIV/AIDS and their families. HOPWA makes grants to local communities, States, and nonprofit organizations for projects that benefit low-income persons medically diagnosed with HIV/AIDS and their families.

Predominantly Low- and Moderate-Income Neighborhoods. The City defines low- and moderate-income neighborhoods as an area commensurate with one or more coterminous census block groups, where at least 51 percent of the residents are persons with gross household incomes not exceeding 80 percent of annual adjusted median income based on family size.

II. BACKGROUND

On January 5, 1995, the U.S. Department of Housing and Urban Development (HUD) issued a Final Rule under 24 CFR Part 91 that combined into a single Consolidated Plan submission the planning and application requirements of 17 federal programs [24 CFR 91.2 (b) (1)-(17)] and HUD's four formula grant programs: the Community Development Block Grant (CDBG) Program including the Section 108 Loan Guarantee (Section 108) Program, HOME Investment Partnerships Act (HOME) Program, Emergency Shelter Program (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) program of the U.S. Department of Housing and Urban Development (HUD). The aforementioned Final Rule also consolidates the reporting requirements for these programs.

The regulations implementing the consolidated submission requires the City of Huntington Park (City) to adopt a Citizen Participation Plan for the consolidated planning, application and reporting processes. The City is required to have a Consolidated Plan approved by HUD as a prerequisite for federal funding. Part of the Consolidated Plan process entails the grantee to certify that it is in full compliance, and is following a detailed Citizen Participation Plan (this document), consistent with the requirements of 24 CFR 91.105. To that end, this amended Citizen Participation Plan serves to bring the City into full compliance.

Accordingly, the City previously adopted a Citizen Participation Plan, pursuant to Section 104(a) (3) of the Housing and Community Development Act of 1974, as amended. By doing so, the City acknowledges the integral role of citizen participation in the process of neighborhood improvement, planning and development, and execution of the CDBG and HOME Programs administered by the City.

The City's Community Development Department (CDD) is the lead agency responsible for the consolidated submission and reporting to HUD. As such, the CDD is responsible for administering non-housing aspects of the CDBG Program and the housing activities of the CDBG Program and the HOME Program.

III. PUBLIC INPUT ON CITIZEN PARTICIPATION PLAN

The revised Draft Citizen Participation Plan was made available for public review and comment between October 1, 2020 and October 6, 2020. The City published a notice in the "The Huntington Park Bulletin" on October 1, 2020 informing the public of the availability of the document for review and comment. The public had access to review the draft document at the Huntington Park City Clerk's Office and the Federal Funding and Grants Division counter. Due to the outbreak of COVID-19, the Huntington Park Library and the Family Center at 3355 Gage Avenue, Huntington Park have been closed till further notice. The draft document was also posted on the City's website. The public was invited to provide comments on the Draft Citizen Participation Plan on July 7, 2020 at a regular public meeting of the Huntington Park City Council.

IV. OBJECTIVES

The City's Citizen Participation Plan is designed to ensure equitable representation of all segments of the population and to aid communication between the City and its residents on matters pertaining to the use of all federal funding from HUD. The Citizen Participation Plan sets forth policies and procedures the City Council adopted to encourage citizen involvement regarding the use of federal funds, notably Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds. The intent of the Citizen Participation Plan is to encourage those least likely to participate in the process, especially low-income persons living in distressed neighborhoods, in public and assisted housing developments, and in areas where CDBG funds are proposed to be used. This document outlines basic tenets of the citizen participation regulations and remains in effect throughout the implementation of the City's entitlement awards from the federal government or until these funds are closed out.

The Citizen Participation Plan promotes citizen participation in the following key areas:

- A. Preparation of the Consolidated Plan, a five-year strategic plan that outlines the strategy and goals for the City's use of the federal funding sources;
- B. Development of the Annual Action Plan, which describes projects that will be undertaken in the upcoming fiscal year with the federal funding sources;
- C. Consideration of substantial amendments to a Consolidated Plan and/or Annual Action Plan;
- D. Provide an opportunity for residents to review and comment on the annual Consolidated Annual Performance and Evaluation Report (CAPER), which

describes Huntington Park's implementation of activities funded by the HUD formula programs CDBG and HOME; and

E. Give consideration of substantial amendments to the Citizen Participation Plan.

The City of Huntington Park utilizes its funding from HUD in accordance with national objectives for the use of federal formula grant funds, for program planning, citizen participation, and implementation processes required by HUD. The City prepares a Five-Year Consolidated Plan that includes the identification of priority needs in the community and five-year goals to address those needs. As a federal grantee, the City sets forth its own five-year priorities and objectives to respond to local housing and community development needs; addresses affordable housing, homeless and other special population needs; affirmatively furthers fair housing; and, promotes community and economic development. Each year, based upon the Five-Year Consolidated Plan, the City adopts an Annual Action Plan to implement programs to address those priority needs identified in the Consolidated Plan. Several months after the conclusion of each Annual Action Plan program year (July 1 - June 30), the City prepares a Consolidated Annual Performance and Evaluation Report (CAPER) for submission to HUD.

V. ROLE OF CITIZENS

Citizen involvement is essential in assuring that City policies, procedures, programs and activities are well suited to local needs. Citizens' concerns and ideas may be expressed to the City Council. The City Council addresses itself to the development, review and adoption of the following areas:

- A. The City's Consolidated Plan and Annual Action Plan;
- B. The submission of the City's CAPER;
- C. City improvement strategies, programs, policies and procedures; and
- D. The Citizen Participation Plan.

Regular meetings of the City Council are held the first and third Mondays of the month, at 6:00 p.m., in the City Council Chambers (2nd floor) at City Hall, located at 6550 Miles Avenue, Huntington Park, 90255. City Hall and the City Council Chambers are accessible to the disabled.

City Council Meeting agenda and supporting documentation is available for public review at 4:00 p.m. Thursday prior to the regularly scheduled meeting in the Office of the City Clerk located at City Hall or online at www.hpca.gov. Cable broadcast of regular City Council meetings are available throughout the week on Charter Communications (Local Access Channel 3). Council meetings are broadcast daily at

10:00 a.m., 3:00 p.m., 7:00 p.m. and 9:00 pm. City Council meetings are also available by Video-on-Demand at the City's website.

VI. GUIDELINES FOR CITIZEN PARTICIPATION

The citizen participation process provides citizens of Huntington Park with the formal opportunity to take part in the development of housing and community development programs and amendments to adopted plans at a community-wide level in a public forum during a specified City Council Meeting. Listed below are the specific guidelines governing information access, public notices, and technical assistance, among others, that the City will follow to encourage citizen participation in the preparation of the Consolidated Plan, Annual Action Plan, and CAPER.

A. Consolidated Plan and Annual Action Plan

As mandated by federal regulations, the City submits a Consolidated Plan every five years and an Annual Action Plan to HUD. The Consolidated Plan is a long-range plan that identifies community development and housing needs of low-income Huntington Park residents, establishes priorities, and describes goals, objectives and strategies to address identified priorities. The Annual Action Plan is a document that lists specific activities for CDBG and HOME funding in the upcoming program year, as well as applications for both federal programs.

The following steps will be taken to encourage all Huntington Park citizens, including minorities, non-English speaking persons, and persons with disabilities, to participate in the development of the Consolidated Plan and Annual Action Plan and afford these citizens an opportunity to review and comment on the Consolidated Plan and Annual Action Plan:

1. In preparation of the Consolidated Plan, the City will distribute a Community Needs Survey (in English and Spanish) to local agencies, and will conduct a consultation workshop with housing, health, homeless, disabled, and other social service providers to identify key housing and community development needs and issues in the City, as well as identifying gaps in service.
2. The City will conduct a community workshop in English (and Spanish if necessary) to solicit citizens' opinions regarding perceived community needs during development of the Consolidated Plan, and provide a written Community Needs Survey (in English and Spanish) to establish expenditure priorities of CDBG and HOME monies.
3. The City will distribute from time-to-time a Request for Proposals (RFP) to nonprofit organizations and City departments to carry out public service activities.

4. The City will elicit comment from local and regional institutions, the Continuum of Care and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) when developing and implementing the Consolidated Plan.
5. In conjunction with consultation with public housing agencies, the City will encourage participation of residents in public and assisted housing developments while developing and implementing the Consolidated Plan, along with other low-income residents of targeted revitalization areas in which the developments are located. The City will provide information to public housing agencies in Huntington Park and surrounding cities about consolidated plan activities related to its developments and surrounding communities so that the PHA can make this information available at the annual public hearing required for the PHA Plan.
6. Prior to the publication of the City's Consolidated Plan, the public hearing will be held to solicit and consider any public comments (oral and written) on the use of CDBG and HOME funds. The public hearing will serve to obtain the views of citizens on housing and community development needs, including priority non-housing community development needs. Spanish translation services will be made available at the public hearings. To ensure that all City residents have sufficient opportunity to take notice of all scheduled public hearings, all public hearing notices, including the date, time and location, shall be published in a local newspaper of general circulation at least fifteen (15) days prior to the date of the public hearing. Public hearings are held at 6:00 p.m. in the City Council Chambers located at 6500 Miles Avenue (2nd Floor), Huntington Park and are accessible to the disabled.
7. A summary describing the contents and purpose of the proposed Consolidated Plan and/or Annual Action Plan will be published in a newspaper of general circulation. The summary will also include a list of locations where a complete draft of the Consolidated Plan and Annual Action Plan may be obtained for review. The summary will include the amount of assistance expected to be received, grant funds and program income, the range of activities that may be undertaken and the estimated amount that will benefit persons of low- and moderate-income.
8. The publication of the summary will commence a 30-day public comment period, during which citizens will have the opportunity to examine the proposed Consolidated Plan and/or Annual Action Plan and submit comments regarding the draft document to the City's Community Development Department (see address below.) Complete copies of the draft Consolidated Plan and/or Annual Action Plan will be available for review at the following locations:

City Hall
(City Clerk and Community
Development Department)
6550 Miles Avenue
Huntington Park, CA 90255

Huntington Park
Library
6518 Miles Avenue
Huntington Park, CA
90255

Salt Lake Park
3401 E. Florence Ave.
Huntington Park, CA 90255

9. A public hearing before the City Council will be held to adopt the Consolidated Plan and Annual Action Plan and to provide citizens further opportunity to comment on the Plans. The public hearing will serve again to obtain the views of citizens on housing and community development needs, including priority non-housing community development needs. A summary of comments or views along with a summary of any comment or view not accepted and the reasons therefore, shall be attached to the final Consolidated Plan. All guidelines set forth under the Public Comment section of this document will be followed to ensure and encourage citizen participation.

B. Program Amendments

Consolidated Plans and/or Annual Action Plans may be revised during the program year.

1. Minor Amendments. Any revisions not defined below as a Substantial Amendment constitutes a minor amendment not requiring public notification or citizen participation in advance of implementing such changes. Upon completion, the City will make the amendment public and notify HUD that an amendment has been made. The City will submit a copy of each minor amendment to HUD as it occurs, or at the close of program year.
2. Substantial Amendments. The following changes to the City's Consolidated Plan and/or Action Plan constitute substantial amendments requiring public notification and public review subject to the citizen participation process described at 24 CFR 91.105 and 24 CFR 91.115.

- a. The City makes a change in its allocation priorities or a change in the method of distribution of funds;
 - b. The City carries out an activity, using funds from any program covered by the Consolidated Plan, including program income, not previously described in the Action Plan;
 - c. The City proposes not to carry out an activity described in the Annual Action Plan and, if funded, cancel the activity in the federal Integrated Disbursement Information System (IDIS);
 - d. There is a change in the purpose, scope, location, or beneficiaries of an activity;
or
 - e. There is a cumulative change in the use of CDBG or HOME funds from one activity to another activity in the Annual Action Plan that exceeds 30 percent of the entitlement award for the program year. If the CDBG award, for instance, is \$1.0 million, then an activity budget could be increased or decreased by up to \$300,000. Examples of CDBG activities include public services, economic development, capital projects, and housing. Examples of HOME activities include homebuyer programs.
3. In the event that an amendment to the Consolidated Plan and/or Annual Action Plan qualifies as a substantial change, citizens will be given an opportunity to participate in the planning process. This opportunity will be afforded to the citizens by following the same steps (numbers 7 and 8) as provided under Section IV of this Citizen Participation Plan and restated below.
- a. The City will publish a summary describing the contents and purpose of the proposed substantial amendment to the Consolidated Plan and/or Annual Action Plan and it will be published in a newspaper of general circulation. The summary will also include a list of locations where a complete draft of the Amended Consolidated Plan and Amended Annual Action Plan may be obtained for review.
 - b. The publication of the summary will commence a 30-day public comment period, during which citizens will have the opportunity to examine the proposed Amended Consolidated Plan and/or Amended Annual Action Plan and submit comments regarding the draft document to the City's Community Development Department.
4. After the close of the 30-day public comment period, the City Council will consider approving a Substantial Amendment to the City's Consolidated Plan

and/or Annual Action Plan. If an amendment does not qualify as a substantial change, documentation of the amendment will be made to the current Consolidated Plan or Annual Action Plan, and notification of the amendment will be made available to residents and provided to HUD. All substantial amendments to the Consolidated Plan or Annual Action Plan and all amendments to the Citizen Participation Plan will be reviewed and approved by the City Council. A summary of comments or views along with a summary of any comment or view not accepted and the reasons therefore, will be attached to the final Consolidated Plan and/or Annual Action Plan.

C. Consolidated Annual Performance Evaluation Report (CAPER)

Upon completion of the CAPER and prior to its submission to HUD, a public notice will be published in a newspaper of general circulation announcing the availability of the CAPER for review and comment prior to a public hearing. This public review and comment period shall be for a minimum 15-day period beginning on the day of publication. During this period, citizens will have the opportunity to examine the CAPER and submit comments to the City's Community Development Department regarding the document. A public hearing will also serve to obtain the views of citizens about program performance. A summary of comments or views along with a summary of any comment or view not accepted and the reasons therefore, will be attached to the CAPER.

D. Public Comment

Public comment, verbally or in writing, is accepted throughout the program year, and is particularly invited during the noticed public comment periods described under Sections A, B and C above. Public hearings shall provide a major opportunity for citizen input on proposed neighborhood improvement programs, activities, policies and procedures. At a minimum, the City will conduct three separate public hearings annually—one for the purpose of soliciting comments from the public on needs and priorities for the development of the Consolidated Plan and Annual Action Plan, a second for the purpose of adopting the Consolidated Plan and/or Annual Action Plan, and a third public hearing accepting the Consolidated Annual Action Plan (CAPER) following a review of program performance. Public hearings will be held at times convenient to potential and actual beneficiaries, and accessible to the disabled.

Notices of public comment periods shall be published no later than the first day of the public comment period, which shall conclude with the public hearing before City Council. To ensure that all City residents have sufficient opportunity to take notice of all scheduled public hearings, all public hearing notices, including the date, time and location, shall be published in a local newspaper of general circulation at least fifteen (15) days prior to the date of the public hearing. Public notices will be published in local newspapers of general circulation when

pertaining to any projects proposed citywide, such as the Consolidated Plan, Annual Action Plan and CAPER.

E. Information Access

Included in the Consolidated Plan will be the estimated amount of federal funding available to the City and the range of eligible activities, programs, and projects designed to utilize these available funds. Copies of the Consolidated Plan, Annual Action Plan, Citizen Participation Plan, CAPER, and documents regarding other important program requirements including contracting procedures, environmental policies, fair housing/equal opportunity requirements and relocation provisions, will be available to the public during the City's regular business hours, Monday through Thursday from 7:00am- 5:30pm in the Federal Funding and Grants Division located at Huntington Park City Hall, 6550 Miles Avenue, Huntington Park, CA 90255. Additional information may be obtained by calling (323) 584-6266. Upon request, the City will make all information available in a format accessible to persons with disabilities.

VII. TECHNICAL ASSISTANCE AND MISCELLANEOUS PROVISIONS

A. Non-English Speaking Citizens

The City will provide bilingual assistance whenever determined necessary to afford non-English speaking citizens an equal opportunity to comprehend and adequately express their views regarding the planning, implementation, monitoring and evaluation of neighborhood improvement activities. Spanish translations will be available during public hearings and workshops. To the extent that is feasible, the City will attempt further to cater to non-English speaking citizens by providing written material in Spanish. The availability of these services will be so noted in the Notices regarding the community meetings.

B. Technical Assistance

In an effort to encourage the submission of views and proposals regarding the Consolidated Plan and Annual Action Plan, particularly from residents of target areas and groups representative of persons of low- and moderate-income, the City shall provide technical assistance in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan or Annual Action Plan, if requested. Such assistance will include, but is not limited to, the provision of sample proposals, and program regulations and guidelines.

C. Provisions for the Disabled

Adequate and accessible parking will be provided for all public meetings to facilitate the attendance of disabled residents. The City will provide various auxiliary aids to enable equal access for persons with

impaired sensory, manual, or speaking skills. Services and devices for persons with impaired vision include audio recordings via televised regular meetings of the City Council and archived videos of previous meetings. Auxiliary aids for persons for hearing impaired residents seeking information regarding housing and community development programs, the City has Teletype TDD machines available upon request.

VIII. CITIZEN SERVICE REQUESTS AND GRIEVANCE PROCEDURE

Citizens should be aware that any questions or grievances, concerning the City of Huntington Park's Consolidated Plan, Annual Action Plan, any Amendments or CAPER, are to be submitted in writing to the City's Community Development Department located at Huntington Park City Hall, 6550 Miles Avenue, Huntington Park, CA 90255. During the actual development of the Consolidated Plan or Annual Action Plan submission or substantial amendment or the CAPER, oral or written concerns or complaints regarding the Plans or amendment shall initiate a written response indicating assessment of the complaint and/or proposals and actions taken to address the complaints and/or proposals before final submission of the documents to HUD. The City shall ensure that reasonable attempts are made to respond to questions or complaints in a timely manner, usually within fifteen (15) working days after receipt of the inquiry.

Although HUD will consider objections submitted at any time, such objections should be submitted within thirty-days of the submission of the Consolidated Plan, Annual Action Plan, any Amendments, or CAPER to HUD. Any written inquiries submitted to HUD should be addressed as follows:

U.S. Department of Housing and Urban Development Los
Angeles Field Office
300 North Los Angeles
Street, Suite 4054
Los Angeles, CA 90012

Objections submitted to HUD must meet one or more of the following criteria:

1. The description of needs and objectives are plainly inconsistent with available facts and data.
2. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant jurisdiction.
3. The Submission does not comply with specific requirements or law.
4. The Submission proposes the undertaking of ineligible activities.

It is incumbent upon an objector to state clearly the grounds for an objection to the Submission, or any other grievance or problem.

Additional criteria may apply for certain projects requiring additional review, such as environmental review. Any notices regarding these projects will refer to both the standard and applicable additional criteria.

IX. ACCESS TO RECORDS

Persons, agencies and other interested parties may access information and records related to the City's Consolidated Plan, Annual Action Plan and the City's use of CDBG and HOME funds during the preceding five years. Interested parties will be offered reasonable and timely access to records in accordance with applicable public records access regulations.

X. DISPLACEMENT POLICY

In an effort to minimize displacement of persons and to assist any persons displaced by governmental actions, the City of Huntington Park has adopted a Residential Anti-Displacement and Relocation Assistance Plan. This Plan is attached hereto as Attachment A.

ATTACHMENT A
CITY OF HUNTINGTON PARK
RESIDENTIAL ANTIDISPLACEMENT ANDRELOCATION
ASSISTANCE PLAN

**CITY OF HUNTINGTON PARK
RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION
ASSISTANCE PLAN**

This Residential Antidisplacement and Relocation Assistance Plan (RARAP) is prepared by the City of Huntington Park (City) in accordance with the Housing and Community Development Act of 1974, as amended; and Department of Housing and Urban Development (HUD) regulations at 24 CFR 42.325 and is applicable to the City's Community Development Block Grant (CDBG), including the Section 108 Loan Guarantee Program, and HOME Investment Partnerships Act (HOME)-assisted projects.

Section 104(d) of the Housing and Community Development Act of 1974, as amended (HCD Act), and U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program regulations provide that, as a condition for receiving assistance, as a grantee, the City must certify that it is following a Residential Antidisplacement and Relocation Assistance Plan (RARAP), which contains two major components:

1. A requirement to replace all occupied and vacant occupiable low-moderate- income dwelling units that are demolished or converted to a use other than low- moderate-income housing in connection with an activity assisted under the HCD Act and 24 CFR 570.606(c)(1)); and
2. A requirement to provide certain relocation assistance to any lower income person displaced as a direct result of (1) the demolition of any dwelling unit or (2) the conversion of a low/moderate-income dwelling unit to a use other than a low/moderate-income dwelling in connection with an assisted activity.

The Huntington Park City Council previously approved a Displacement Policy for residents displaced from substandard structures when determined through City generated activities that eminent health, safety problems or extreme overcrowding exist. In addition, the City adopted a Tenant Assistance Policy for use in conjunction with the property improvement programs. The City is now amending its RARAP to ensure compliance with changes that occurred on January 4, 2005 to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act or URA) 1970, as amended.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, Huntington Park will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- Coordinate code enforcement with rehabilitation and housing assistance programs;

- Stage rehabilitation of apartment units to allow tenants to remain in the building complex during and after the rehabilitation, working with empty units first;
- Where feasible, give priority to rehabilitation of housing in lieu of demolition to minimize displacement;
- If feasible, demolish or convert only dwelling units that are unoccupied or vacant occupiable¹ dwelling units, especially if units are lower-income units as defined in 24 CFR. 42.305; and
- Target only those properties deemed essential to the need or success of the project.

Relocation Assistance to Displaced Persons

The City will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG and HOME Programs, move permanently or move personal property from real property as a direct result of the demolitions of any dwelling unit or the conversion² of a lower-income dwelling unit³ in accordance with requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant will be provided relocation assistance in accordance with the Uniform Act, as amended, and implementing regulations at 49 CFR Part 24.

One-for One Replacement of Lower-Income Dwelling Units

In accordance with section 104(d) of the Housing and Community Development Act of 1974, as amended (HCD Act) (Pub. L. 93-383, 42 U.S. C. 5301 *et seq*) and the implementing regulations at 24 CFR 42.375, the City will fulfill its obligation of providing one-for-one replacement housing by replacing all occupied and vacant occupiable lower-income dwelling units⁴ demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG and HOME Programs.

¹ A **vacant occupiable dwelling unit** means a vacant dwelling unit that is in a standard condition; a vacant dwelling unit that is in a substandard condition, but is suitable for rehabilitation; or a dwelling unit in any condition that has been occupied (except by a squatter) at any time within the period beginning three months before the date of execution of the agreement by the recipient covering the rehabilitation or demolition.

² The term **conversion** means altering a housing unit to either use the dwelling for non-housing purposes, continue to use a unit for housing; but it fails to meet the definition of lower-income dwelling unit; or it is used as an emergency shelter. If a housing unit continues to be used for housing after completion of the project is not considered a "conversion" insofar as the unit is owned and occupied by a person who owned and occupied the unit before the project.

³ A **lower-income dwelling unit** means a dwelling unit with a market rent (including utility costs) that does not exceed the applicable Fair Market Rent.

⁴ The term **dwelling** as defined by the URA at 49 CFR 24.2(a)(10) includes transitional housing units or non-housekeeping units (SRO) commonly found in HUD programs. An emergency shelter is generally not considered a "dwelling" because such a facility is usually not a place of permanent, transitional or customary and usual residence.

To that end, the City, in fulfillment of 24 CFR 42.375, will replace all units triggering replacement-housing obligations with comparable lower-income dwelling units. Acceptable replacement units that are provided by the City or private developer will meet these requirements:

- The units will be located within the city and, to the extent feasible and consistent with other statutory priorities, be located within the same neighborhood as the units replaced.
- The units must be sufficient in number and size to house no fewer than the number of occupants who could have been housed, as determined by the City's local housing occupancy codes, in the units that are demolished or converted.
- The units must be provided in standard condition⁵.
- Replacement units must initially be made available for occupancy up to one year prior to the City publishing information regarding the project initiating replacement housing requirements and ending three years after commencing demolition or rehabilitation related to the conversion.
- Replacement units must remain lower-income dwelling units for a minimum of ten years from the date of initial occupancy. Replacement lower-income dwelling units may include public housing or existing housing receiving Section 8 project-based assistance.

Disclosure and Reporting Requirements

Before entering into a contract committing the City to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City will make public by publishing in a newspaper of general circulation and will submit to HUD the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of and assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;

⁵ Pursuant to 24 CFR 42.305, the terms **standard condition** and **substandard condition suitable for rehabilitation** have the meaning established by the City in its HUD-approved Consolidated Plan required under 24 CFR part 91.205 as part of the housing and homeless needs assessment.

4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided;
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower- income dwelling unit for at least ten years from the date of initial occupancy;
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a two-bedroom unit with two one- bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units or a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items four through seven are unavailable at the time of the general submission, the City will identify the general locations of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the City may submit a request to HUD for a determination that the one-to-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Contacts

The City's Community Development Department at (323) 584-6200 is responsible for tracking the replacement of lower income dwelling units and ensuring that they are provided within the required period.

The City's Community Development Department at (323) 584-6200 is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower- income dwelling units to another use.

ATTACHMENT B

**CITY OF HUNTINGTON PARK WAIVERS OF COMMUNITY PLANNING AND
DEVELOPMENT (CPD) GRANT PROGRAM AND CONSOLIDATED PLAN REQUIREMENTS
TO PREVENT THE SPREAD OF COVID-19 AND MITIGATE ECONOMIC IMPACTS
CAUSED BY COVID-19**

CITY OF HUNTINGTON PARK



The City of Huntington Park requested the below waivers on April 12, 2020. On April 16, 2020, the City received acknowledgement from the local HUD office and an effective date for utilizing the waiver as of April 15, 2020.

Availability of Waivers of Community Planning and Development (CPD) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19

CONSOLIDATED PLAN REQUIREMENTS

No 8. Citizen Participation Public Comment Period for Consolidated Plan Amendment

Requirement: 30-day Public Comment Period.

Citations: 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401

Explanation: A CPD grantee may amend an approved consolidated plan in accordance with 24 CFR 91.505. Substantial amendments to the consolidated plan are subject to the citizen participation process in the grantee's citizen participation plan. The citizen participation plan must provide citizens with 30 days to comment on substantial amendments.

Justification: Given the need to expedite actions to respond to COVID-19, HUD waives 24 CFR 91.105(c)(2) and (k), 91.115(c)(2) and (i) as specified below, in order to balance the need to respond quickly to the growing spread and effects of COVID-19 with the statutory requirement to provide reasonable notice and opportunity for citizens to comment on substantial amendments concerning the proposed uses of CDBG, HOME, HTF, HOPWA or ESG funds.

Applicability: This 30-day minimum for the required public comment period is waived for substantial amendments, provided that no less than 5 days are provided for public comments on each substantial amendment. The waiver is available through the end of the recipient's 2020 program year. Any recipient wishing to undertake further amendments to prior year plans following the 2020 program year can do so during the development of its FY 2021 Annual Action Plan.

No 9. Citizen Participation Reasonable Notice and Opportunity to Comment

Requirement: Reasonable Notice and Opportunity to Comment. Citations: 24 CFR 91.105(c)(2) and (k), 24

CFR 91.115(c)(2) and (i) and 24 CFR 91.401

Explanation: As noted above, the regulations at 24 CFR 91.105 (for local governments) and 91.115 (for States) set forth the citizen participation plan requirements for recipients. For substantial amendments to the consolidated plan, the regulations require the recipient to follow its citizen participation plan to provide citizens with reasonable notice and opportunity to comment. The citizen participation plan must state how reasonable notice and opportunity to comment will be given.

Justification: HUD recognizes the efforts to contain COVID-19 require limiting public gatherings, such as those often used to obtain citizen participation, and that there is a need to respond quickly to the growing spread and effects of COVID-19. Therefore, HUD waives 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401 as specified below to allow these grantees to determine what constitutes reasonable notice and opportunity to comment given their circumstances.

Applicability: This authority is in effect through the end of the 2020 program year.

