

STATEMENT OF WORK FOR CONSOLIDATED PLAN CONSULTING SERVICES

1.0 SCOPE OF WORK

The Los Angeles County Development Authority (LACDA) is the County's affordable housing and community development agency. The LACDA helps strengthen neighborhoods, empower families, support local economies, and promote individual achievement. The LACDA maintains many administrative buildings and 68 housing developments that include over 3,229 residential units within the County of Los Angeles.

- 1.1** The LACDA is seeking a contractor to provide consolidated plan and related consulting services to develop the 2028-2033 Consolidated Plan for the County of Los Angeles for submission to the U.S. Department of Housing and Urban Development (HUD).

2.0 GENERAL REQUIREMENTS

- 2.1** The Contractor shall have a minimum of five (5) years of experience in the past ten years, in developing consolidated plans for submission to HUD.
- 2.2** The Contractor shall have experience preparing consolidated plans for Community Development Block Grant (CDBG) urban county grantees and provide two (2) links to sample consolidated plans prepared and HUD-approved within the last five (5) years for jurisdictions other than the County of Los Angeles.
- 2.3** The Contractor shall demonstrate knowledge and experience complying with all applicable HUD Consolidated Plan requirements under 24 Code of Federal Regulations (CFR) Part 91.
- 2.4** The Contractor shall conduct all required meetings, including community meetings and focus groups, in a virtual environment.
- 2.5** The Contractor shall use the LACDA contractor for conducting virtual meetings and interpretation services.
- 2.6** The Contractor shall be located in the United States, and all data should be hosted on servers in the United States.

3.0 SPECIFIC WORK REQUIREMENTS

3.1 Project Scheduling, Technical Consultation, and Support During the Consolidated Plan and Action Plan Approval Process

The Contractor shall provide the following to meet the requirements of project scheduling, technical consultation, and support:

3.1.1 The Contractor shall prepare a detailed schedule of performance that will encompass all phases of the Consolidated Plan and Action Plan development, including research, virtual and/or in person community and stakeholder participation, development, and the submission and approval process. The schedule (using a Gantt chart) must be submitted to the LACDA and include, but not be limited to, the following elements:

- The Contractor shall conduct all required meetings, including community meetings and focus groups, in a virtual environment.
- A pre-development meeting to introduce staff, review the contract, establish responsibilities, and coordinate contract start-up.
- Two (2) monthly meetings with LACDA staff during the first three (3) months of the Consolidated Plan and Action Plan development process to discuss, coordinate, and oversee the initial stages of the project.
- One (1) meeting per month with LACDA staff for the balance of the contract with the option of more meetings to be scheduled as needed during the Consolidated Plan and Action Plan development process to coordinate and oversee the final phases of the project.
- A minimum of four (4) focus groups to obtain input as described under Section 3.2 below.
- A minimum of two (2) community meetings to be held at the front end of the Consolidated Plan process to obtain community input and comment relative to Consolidated Plan needs and contributing factors.
- The establishment of target dates for completion of all the specific work requirements listed in **Attachment 1, Required Completion Dates**.
- The establishment of target dates for preliminary, rough, and final draft Consolidated Plan and Action Plan product submission.

- 3.1.2 The Contractor shall include, in the schedule of performance, the submission of monthly progress reports that describe work completed and work yet to be completed.
- 3.1.3 The Contractor shall include an in-person presentation at LACDA headquarters the key findings from the Consolidated Plan, including goals and priorities to LACDA management and/or Board of Supervisors staff.
- 3.1.4 The Contractor shall keep in mind projected dates for final Consolidated Plan and Action Plan document review by LACDA staff and executive management, as well as public review and comment and final Board of Supervisors review and approval. The public comment period is tentatively scheduled between April 24, 2028, and June 6, 2028. The Board agenda date, when the LACDA receives approval for the Consolidated Plan, is tentatively scheduled for June 6, 2028.

3.2 Community Participation Process: Consolidated Plan Focus Groups

- 3.2.1 The Contractor shall conduct two (2) sets of a minimum of four (4) focus groups for at least eight (8) focus groups with community leaders, representatives, and advocates from a cross-section of the community including community-based organizations, service providers for the homeless and the disabled, public housing advocates, business and economic development interests, and County and other governmental departments, as required by HUD 24 CFR 91.100 and any other requirements prescribed by HUD or the State of California. The first set of focus groups will seek input on community needs and the second set will seek input on proposed goals and action.
- 3.2.2 The Contractor shall be responsible for identifying and contacting stakeholders as well as planning and conducting each focus group.
- 3.2.3 The Contractor shall recommend topics to be discussed at each focus group, based on prior consolidated plan focus group topics, current needs and issues, HUD eCon Planning Suite (an online toolkit that helps local governments and states assess community needs, analyze housing data, and submit required federal planning documents like the Consolidated Plan and Annual Action Plans online), and other relevant sources.
- 3.2.4 The Contractor shall submit a schedule for both virtual and in-person focus groups (including dates, times, locations, discussion topics, and presenters) at least 30 days prior to the first scheduled meeting.

The first set of focus groups must be held before the community meetings, so stakeholders can assist with outreach efforts. The Contractor shall utilize existing County facilities for these meetings to the greatest extent possible.

3.2.5 The Contractor shall submit a description, including agendas, resource materials, presentations, and written materials for each focus group at least 15 days prior to the meeting dates.

3.2.6 The Contractor shall document the results of each focus group meeting (including minutes, comment sheets, and other records) and prepare meeting summaries, conclusions, and recommendations and incorporate the information into the Consolidated Plan's needs assessment and strategic plan.

3.3 Community Participation Process: Consolidated Plan Community Meetings

3.3.1 The Contractor shall be responsible for planning and conducting up to two (2) hybrid (in-person and virtual) community meetings as follows: one (1) meeting to present the draft goals, concurrent with the draft Action Plan in November 2027; and a second community meeting may be held if necessary. The draft Consolidated Plan will be presented to the Board of Supervisors during its public hearing for approval and subsequent submission to HUD.

3.3.2 The Contractor shall submit a description, including agendas, resource materials, PowerPoint presentations, and written materials, for each community meeting 30 days prior to the meeting date.

3.3.3 The Contractor shall submit a schedule of two (2) community meetings (including dates, times, locations, and presenters) at least 30 days prior to the first scheduled meeting. The Contractor shall utilize existing County facilities for these meetings.

3.3.4 The Contractor shall document the results of each meeting (including meeting minutes, comment sheets, and other records) and prepare meeting summaries, conclusions, and recommendations for inclusion in the Consolidated Plan.

3.3.5 The Contractor shall implement, upon approval by LACDA staff, additional outreach and citizen participation and consultation methods that they propose to meet Consolidated Plan and federal requirements.

3.4 Community Participation Process: Consolidated Plan Survey and Assessing Results

The Contractor will be responsible for the following tasks involving developing a survey and assessing the results and including them in the Consolidated Plan and the Action Plan:

- 3.4.1 The Contractor shall create a community survey (both hard copy and online) to assess the needs outlined in the Consolidated Plan. The draft survey must be submitted for LACDA's review and approval by September 1, 2027. This survey will assist the LACDA and the County in identifying and prioritizing funding in the areas of community development, economic growth, and housing over the next five (5) years.
- 3.4.2 The Contractor shall administer the survey at the community meetings and online. The LACDA will also disseminate the survey to public housing and Section 8 participants through various methods of distribution including mailings. The Contractor will seek assistance from participating agencies, listed in **Attachment 2, Urban County Participating Cities**, to distribute the survey to the communities they serve. The survey shall be conducted approximately between October 1, 2027 and January 31, 2028.
- 3.4.3 The Contractor shall enter all completed hard copy surveys into Survey Monkey or other database for analysis.
- 3.4.4 The Contractor shall analyze the survey results and incorporate them into the Consolidated Plan's need assessment using maps, tables, or matrices, as well as in the Action Plan. The results should be summarized for each city, Supervisorial District, and Countywide.
- 3.4.5 The Contractor shall develop and include a summary of the survey results in the Consolidated Plan.
- 3.4.6 The Contractor shall provide a copy of the survey analysis to the LACDA.

3.5 Community Participation Process: Update the Community Participation Plan and Summary

The Contractor will update the existing Community Participation Plan, as needed to ensure compliance with 24 CFR § 91.105. The Community Participation Plan will describe opportunities for the public to be involved in the planning process, amendment, and performance reporting during the five-year Consolidated Plan cycle and Annual Action Plan.

The following are tasks for which the Contractor will be responsible, relative to developing the Community Participation Plan and Community Participation Summary:

- 3.5.1 The Contractor will be responsible for revising the Language Access Plan (LAP), which is part of the Community Participation Plan. This will include assessing census data to see which populations have the highest number of persons that are Limited English Proficient (LEP).
- 3.5.2 The LACDA determined that the major languages spoken other than English in the Los Angeles Urban County were Spanish, Chinese, Korean, Russian, and Armenian. A substantial number of persons who speak these languages possess limited proficiency in English and are considered LEP. The Contractor shall assess current Census data to determine if these language trends have changed.
- 3.5.3 The Community Participation Summary will provide an overview of public engagement in the development of the Consolidated Plan and Action Plan. The Contractor will develop the Community Participation Summary and include in the Consolidated Plan community involvement through the community meetings, focus groups, community survey, public comment period, and public hearing.

3.6 Housing and Community Development Needs Assessment

- 3.6.1 The Contractor shall prepare the Housing and Community Needs Assessment in accordance with 24 CFR 91.205, 24 CFR 91.215(e)(1), 24 CFR 91.210, and any other requirements prescribed by HUD.
- 3.6.2 The Contractor shall prepare maps to illustrate low- and moderate-income areas, racially and ethnically concentrated areas of poverty, population by race and ethnicity, unemployment population, poverty population, and other maps as requested. These maps shall include the following boundaries: the Los Angeles Urban County, unincorporated areas, Supervisorial Districts, participating cities, as listed in **Attachment 2, Urban County Participating Cities**, and non-Los Angeles Urban County areas. These maps must be incorporated into the relevant sections of the Housing and Community Development Needs Assessment.
- 3.6.3 The Contractor shall identify unincorporated areas by Supervisorial District that are at least 51% low- and moderate-income and include them in the Consolidated Plan as a table, along with maps for each District showing the areas. This information will be used to develop the next Community Profile in 2028. The Community Profile serves

as resource to guide the County's community development activities, and to prioritize the investment of CDBG and other funds within the unincorporated areas of Los Angeles County. The current Community Profile can be found online at <https://tinyurl.com/LACDAcommunityprofile>.

- 3.6.4 The Contractor shall identify eligible Los Angeles Urban County Neighborhood Strategy Revitalization Areas (NRSA) based on HUD guidance and data and include them along with tables and maps in the Consolidated Plan.
- 3.6.5 The Contractor shall prepare the Housing and Community Development Needs Assessment with the most recent census data available including, but not limited to, housing price data, public housing information, and needs data for persons who are unhoused.
- 3.6.6 The Contractor shall also use HUD's Comprehensive Housing Affordability Strategy (CHAS) and other data required by HUD in completing the Housing and Community Needs Assessment. This will include populating the data into tables, including those prescribed by HUD.
- 3.6.7 The Contractor shall prepare the Housing and Community Needs Assessment, so that it is reader-friendly to the public. This will include using charts, tables, and matrices (where necessary) to convey data, so that the relevant sections are clear and concise.
- 3.6.8 The Contractor shall use HUD's template and mapping tool (also known as CPD Maps) in the eCon Planning Suite to the greatest possible extent.

3.7 Housing and Community Development Five-Year Strategy

The Contractor will prepare the Housing and Community Development Five-Year Strategy, which sets priorities, objectives, outcomes, actions and benchmarks, and links strategy priorities, and outcomes to specific 2028-2029 Action Plan projects.

- 3.7.1 The Contractor shall develop a format that will link current and future one-year Action Plan projects to the five-year strategy. Linking projects to the strategy will facilitate the tracking of accomplishments when preparing the Consolidated Annual Performance and Evaluation Report required by HUD.
- 3.7.2 In developing the format, the Contractor must incorporate Performance Measurement data required by HUD.

- 3.7.3 The Contractor shall review the LACDA's strategic plans, as well as those of other County Departments, integrating pertinent information to clarify the Urban County Program's structure and coordination. This should support the Consolidated Plan's Five-Year Strategy, working with participating cities and agencies listed in **Attachment 2, Urban County Participating Cities** to achieve community development goals.
- 3.7.4 The Contractor shall integrate LACDA's Fair Housing Strategy, as appropriate, in the Consolidated Plan and Action Plan. LACDA's Public Housing Agency (PHA) must submit a certification stating that its Annual Public Housing Agency Plan (Annual Plan), which is available online at <https://www.lacda.org/section-8/shared-info/public-documents>, is consistent with the Consolidated Plan, including how Fair Housing Strategy is integrated.
- 3.7.5 The Contractor must use HUD's template to develop the Housing and Community Development Five-Year Strategy and enter it into HUD's Integrated Disbursement and Information System (IDIS) by the third week of June 2028.
- 3.7.6 The Consultant shall address all other requirements according to the Consolidated Plan regulations (24 CFR 91.215) or any other regulations prescribed by HUD not referenced in this Statement of Work.

3.8 2028-2029 One-Year Action Plan

- 3.8.1 The Contractor shall integrate the 2028-2029 One-Year Action Plan into the 2028-2033 Consolidated Plan by editing the plan and ensuring that the formats are consistent using HUD's template.
- 3.8.2 The Contractor shall produce computer-generated maps to indicate geographically, including by Supervisorial District and Countywide, how the Los Angeles Urban County will direct assistance to low-income and minority concentrated areas during fiscal year 2028-2029. These maps must be included in the 2028-2029 One-Year Action Plan.

3.9 Consolidated Plan and Action Plan Format and Presentation

- 3.9.1 The Contractor shall develop both the Consolidated Plan and Action Plan within IDIS and outside of IDIS as a public review document. The public review document must be reader-friendly and meet plain English standards.

- 3.9.2 The Contractor shall include Executive Summaries in the Consolidated Plan and One-Year Action Plan that are easy to read and summarizes key information from each section of the documents.
- 3.9.3 The Contractor shall develop, as needed, documents including graphs, charts, matrices, pictures, maps, tables, and/or graphics to clearly convey information to the public.
- 3.9.4 The Contractor shall provide one (1) copy of all **drafts** submitted, along with one (1) master copy of each document in Microsoft Word, PDF, and all supporting files, delivered on a flash drive or other approved methods by the LACDA.
- 3.9.5 The Contractor shall provide one (1) copy of each **final** document, along with one (1) master copy of each document in Microsoft Word, PDF, and all supporting files, delivered on a flash drive or other approved methods by the LACDA. The LACDA will have ownership of all final products.
- 3.9.6 The Contractor shall enter the Consolidated Plan in IDIS using HUD's most recent guidance regarding the Consolidated Plan.

3.10 Other Consolidated Plan Consulting Services

The Contractor shall provide additional consulting services related to the Consolidated Plan and Action Plan on an as-needed basis. The Project Manager or Principal responsible for development of these plans shall be available to meet with the LACDA and/or Board of Supervisors staff. Any revisions to the Consolidated Plan, or Action Plan, as requested by HUD or the Board of Supervisors shall be made in IDIS.

4.0 RESPONSIBILITIES

The LACDA and the Contractor's responsibilities are as follows:

LACDA

4.1 LACDA Contract Administrator

The LACDA will administer the Contract according to the Contract, Paragraph 6, Administration of Contract - LACDA. Specific duties will include:

- 4.1.1 Monitor the Contractor's performance in the daily operation of this Contract.
- 4.1.2 Provide direction to the Contractor in areas relating to policy, information, and procedural requirements.

- 4.1.3 Prepare amendments to the Contract in accordance with Section 1.7 (Amendments) in the Contract.

4.2 LACDA Assistance

The LACDA shall provide the Contractor with the following items:

- 4.2.1 A meeting space for each focus group and community meeting and a laptop, screen, and LCD projector (as needed). If the focus groups or community meeting are held virtually, the LACDA will secure the appropriate program or a consultant to broadcast the events.
- 4.2.2 Interpreters, as needed.
- 4.2.3 Assistance in identifying prospective participants for the focus groups and community meeting.

Contractor

4.3 Project Manager

- 4.3.1 The Contractor shall provide a qualified full-time Project Manager assigned to the contract with five (5) years of experience in managing projects of similar size and scope as contained in this SOW.
- 4.3.2 The Contractor's Project Manager shall act as a central point of contact with the LACDA and shall have full authority to act for the Contractor on all matters relating to the daily tasks specified in Section 3.0 – Specific Work Requirements in this SOW. Project Manager shall be able to effectively communicate in English, both orally and in writing.
- 4.3.3 The Contractor shall provide a telephone number where the Project Manager may be reached during regular business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

4.4 Assigned Staff

- 4.4.1 The Contractor shall assign a sufficient number of employees with three (3) years of experience within the last five (5) years to perform the required work in this SOW. At least one (1) employee on site shall be authorized to act for the Contractor in every detail and must speak and understand English.
- 4.4.2 The Contractor shall be required to background check their employees as set forth in Paragraph 3.2.4, Background and Security Investigations, of the Contract.

4.5 Staff Identification

4.5.1 The Contractor shall ensure their employees are appropriately identified as set forth in sub-paragraph 3.2.3 – Contractor's Staff Identification, of the Contract.

4.5.2 The Contractor's employees must wear visible identification when working under the Contract on LACDA property. The identification shall be an LACDA Visitor ID.

4.5.3 The Contractor's employees must sign in and out at the receptionist desk at the beginning and ending of each workday.

4.6 Material and Equipment

The Contractor is responsible for the purchase of all materials/equipment to provide the needed services. The Contractor shall use materials and equipment that are safe for the environment and safe for use by the Contractor's employee.

4.7 Training

The Contractor shall provide training programs for all new employees and continuing in-service training for all employees. All employees shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All employees must wear safety and protective gear and use personal protective equipment (PPE) according to Cal/OSHA requirements.

4.8 Contractor's Office

The Contractor shall maintain an office with a telephone in the company's name where Contractor conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, by at least one (1) employee who can respond to inquiries and complaints which may be received about the Contractor's performance of the Contract.

4.9 Meetings

The Contractor is required to attend LACDA scheduled meetings as requested by the LACDA. Failure to attend will cause an assessment of three hundred dollars (\$300.00) for each missed meeting.

5.0 HOURS / DAYS OF WORK

The LACDA office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. The LACDA offices are closed during the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day

- Farmworkers Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Indigenous Peoples' Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

Note: Holidays that fall on a Saturday are observed on the previous Friday and holidays that fall on a Sunday are observed on the following Monday.

6.0 INTENTIONALLY OMITTED

7.0 INTENTIONALLY OMITTED

8.0 QUALITY CONTROL PLAN

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the LACDA a consistently high level of service throughout the term of the Contract. The plan shall be submitted to the LACDA for review upon request and shall include, but not be limited to, the following:

- 8.1** Method of monitoring to ensure that Contract requirements are being met;
- 8.2** A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action.

9.0 QUALITY ASSURANCE PLAN

As specified in Section 6.40 (Quality Assurance Plan) of the Contract, the LACDA will evaluate the Contractor's performance under this Contract and the Plan, specified in 8.0 of this Statement of Work, using the following quality assurance procedures:

9.1 Performance Requirements Summary (Attachment 3 of this Exhibit A)

The LACDA shall use a Performance Requirements Summary (PRS) chart, Attachment 1 of this Exhibit A, to monitor the Contractor's work performance and efforts to remedy any and all deficiencies throughout the term of this Contract. The chart shall contain, at a minimum, the following:

- Each section of the Contract/SOW referenced and identified;
- The standard of performance (description of the work requirement);

- The method to be used to monitor work performance; and
- The fees/deductions to be assessed for each service that is not satisfactory.

All listings of services used in the PRS are intended to be completely consistent with the Contract and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of the Contractor beyond that defined in the Contract and the SOW. In any case of apparent inconsistency between services as stated in the Contract and the SOW and this PRS, the meaning apparent in the Contract and the SOW will prevail. If any service seems to be created in this PRS which is not clearly and forthrightly set forth in the Contract and the SOW, that apparent service will be null and void and place no requirement on the Contractor.

When the Contractor's performance does not conform to the requirements of this Contract, the LACDA will have the option to apply the following non-performance remedies:

- Require the Contractor to implement a formal corrective action plan, subject to approval by the LACDA. In the plan, the Contractor must include reasons for the unacceptable performance, specific steps to return performance to an acceptable level, and monitoring methods to prevent recurrence.
- Reduce payment to the Contractor by a computed amount based on the penalty fee(s) in the PRS.
- Reduce, suspend or cancel this Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.
- Failure of the Contractor to comply with or satisfy the request(s) for improvement of performance or to perform the neglected work specified within 10 days shall constitute authorization for the LACDA to have the service(s) performed by others. The entire cost of such work performed by others as a consequence of the Contractor's failure to perform said service(s), as determined by the LACDA, shall be credited to the LACDA on the Contractor's future invoice.

This section does not preclude the LACDA's right to terminate the contract upon 30 days' written notice with or without cause, as provided for in the Contract, Paragraph 10.1 (Termination for Convenience).

9.2 Periodic Performance Reviews (Attachment 4 of this Exhibit A)

The LACDA will conduct periodic reviews to evaluate the Contractor's performance. This includes reviewing monthly progress review reports submitted by the Contractor.

9.3 Contract Deficiency Notice

The LACDA will make verbal notification to the Contractor of a Contract deficiency as soon as the deficiency is identified. The problem should be resolved within a time period mutually agreed upon by the LACDA and the Contractor.

If resolution of the deficiency does not result from the verbal notification, the LACDA will determine whether a formal Contract Deficiency Notice shall be issued. Upon receipt of this document, the Contractor is required to respond in writing to the LACDA within five (5) workdays, acknowledging the reported deficiencies or presenting contrary evidence. A plan for correction of all deficiencies identified in the Contract Discrepancy Report shall be submitted to the LACDA within 10 workdays.

9.4 LACDA Observations

In addition to divisional contracting staff, other LACDA personnel may observe performance, activities, and review documents relevant to this Contract at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

10.0 ADDITION/DELETION OF SERVICES

The LACDA reserves the right to add or delete services during the term of the Contract. The Contractor's fees will be adjusted by negotiation between the LACDA and the Contractor. All negotiated fees must be approved in advance and in writing by the LACDA. Failure of the Contractor to obtain advance written approval from the LACDA shall be grounds for no payment and the cost will be borne by the Contractor.

ATTACHMENT 1

REQUIRED COMPLETION DATES

TASK (BASED ON CORRESPONDING SECTION OF THE SOW)	REQUIRED COMPLETION DATE
3.1 - Project Scheduling, Technical Consultation, and Support During the Consolidated Plan and Action Plan Approval Process	March 1, 2027
3.2 - Community Participation Process: Consolidated Plan Focus Groups	May 1, 2027
3.3 - Community Participation Process: Consolidated Plan Community Meeting	June 1, 2027
3.4 - Community Participation Process: Consolidated Plan and Survey and Assessing Results	August 1, 2027
3.5 - Community Participation Process: Develop the Community Participation Plan and Summary	September 1, 2027
3.6 - Housing and Community Development Needs Assessment	February 1, 2028
3.7 - Housing and Community Development Five-Year Strategy	March 1, 2028
3.8 - 2028-2029 One-Year Action Plan (executive summaries, maps, etc.)	March 1, 2028
3.9 - Consolidated Plan and Action Plan Format and Presentation	March 1, 2028
3.10 - Other Consolidated Plan Consulting Services	August 1, 2028

Note: This Attachment 1 ties into Section 3.1.1 of the SOW.

ATTACHMENT 2

URBAN COUNTY PARTICIPATING CITIES

Agoura Hills	Claremont	La Cañada Flintridge	Monrovia	South El Monte
Arcadia	Commerce	La Habra Heights	Rancho Palos Verdes	South Pasadena
Artesia	Covina	La Mirada	Rolling Hills Estates	Temple City
Avalon	Cudahy	La Puente	San Dimas	Walnut
Azusa	Culver City	La Verne	San Fernando	West Hollywood
Bell	Diamond Bar	Lawndale	San Gabriel	Westlake Village
Bell Gardens	Duarte	Lomita	San Marino	
Beverly Hills	El Segundo	Malibu	Santa Fe Springs	
Calabasas	Hawaiian Gardens	Manhattan Beach	Sierra Madre	
Cerritos	Hermosa Beach	Maywood	Signal Hill	

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW Section 3.1 - Project Scheduling, Technical Consultation, and Support During the Consolidated Plan Approval Process	Work products submitted, including schedule of performance and monthly progress reports and meeting attendance	Review of work products, meeting attendance	Denial of invoice amount until submission of satisfactory documents and a 10% deduction for failure to attend meetings.
SOW Section 3.2 - Community Participation Process: Consolidated Plan Focus Groups	Meeting deadlines for submission of strategies, conduct of meetings, and meeting documents	Receipt of materials and conduct of meetings by the appropriate deadlines	Denial of invoice amount until submission of satisfactory documents and a 10% deduction for failure to attend meetings.
SOW Section 3.3 - Community Participation Process: Consolidated Plan Community Meetings	Work products submitted meet federal regulations and SOW requirements	Review of work products	Denial of invoice amount until submission of satisfactory documents and a 10% deduction for failure to attend meetings.
SOW Section 3.4 - Community Participation Process: Consolidated Plan Survey and Assessing Results	Work products meet SOW requirements	Review of work products	Denial of invoice amount until submission of satisfactory documents and a 10% deduction for failure to attend meetings.

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW Section 3.5 - Community Participation Process: Develop the Community Participation Plan and Summary	Revision of Citizen Participation Plan and submission of Citizen Participation Plan Summary	Review of work products	Denial of invoice amount until submission of satisfactory documents and a 10% deduction for failure to attend meetings.
SOW Section 3.6 - Housing and Community Development Needs Assessment	Work products meet SOW requirements	Review of work products	Denial of invoice until submission of satisfactory documents.
SOW Section 3.7 - Housing and Community Development Five-Year Strategy	Develop the Housing and Community Development Five-Year Strategy	Review of work product	Denial of invoice until submission of satisfactory documents.
SOW Section 3.9 - Consolidated Plan and Action Plan Format and Presentation	Work products meet SOW requirements	Review of work products	Denial of invoice until submission of satisfactory documents.
SOW Section 3.10 - Other Consolidated Plan Consulting Services	Work products meet SOW requirements	Review of work products	Denial of invoice until submission of satisfactory documents.

ATTACHMENT 4

CONTRACT DISCREPANCY REPORT

TO:

FROM:

DATES:

Prepared: _____

Returned by Contractor: _____

Action Completed: _____

DISCREPANCY: _____

Signature of LACDA Representative

Date

CONTRACTOR RESPONSE (Cause and Corrective Action): _____

Signature of Contractor Representative

Date

LACDA EVALUATION OF CONTRACTOR RESPONSE: _____

Signature of Contractor Representative

Date

COUNTY ACTIONS: _____

CONTRACTOR NOTIFIED OF ACTION:

LACDA Representative's Signature and Date _____

Contractor Representative's Signature and Date _____