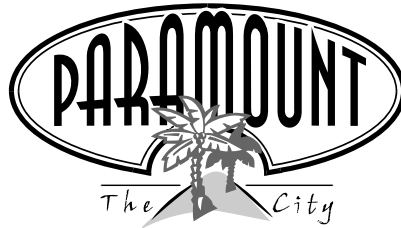


AGENDA

Paramount City Council
July 17, 2018



Adjourned Meeting
City Hall Council Chambers
5:00 p.m.

City of Paramount

16400 Colorado Avenue ♦ Paramount, CA 90723 ♦ (562) 220-2000 ♦ www.paramountcity.com

Public Comments: If you wish to make a statement, please complete a Speaker's Card prior to the commencement of the Public Comments period of the meeting. Speaker's Cards are located at the entrance. Give your completed card to a staff member and when your name is called, please go to the rostrum provided for the public. Persons are limited to a maximum of 3 minutes unless an extension of time is granted. No action may be taken on items not on the agenda except as provided by law.

Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (562) 220-2027 at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Note: Agenda items are on file in the City Clerk's office and are available for public inspection during normal business hours. Materials related to an item on this Agenda submitted after distribution of the agenda packet are also available for public inspection during normal business hours in the City Clerk's office. The office of the City Clerk is located at City Hall, 16400 Colorado Avenue, Paramount.

Notes

CALL TO ORDER:

Mayor Diane J. Martinez

ROLL CALL OF
COUNCILMEMBERS:

Councilmember Laurie Guillen
Councilmember Daryl Hofmeyer
Councilmember Peggy Lemons
Vice Mayor Tom Hansen
Mayor Diane J. Martinez

PUBLIC COMMENTS

OLD BUSINESS

1. [URGENCY ORDINANCE NO. 1105 \(Adoption\)](#) Extending an Interim Urgency Ordinance Pursuant to California Government Code Section 65858 Suspending the Issuance of Any Resident Permit Parking Requests During the Pendency of the City's Review and Adoption of Formal Criteria of Such Requests and Declaring the Urgency Thereof
2. [APPROVAL](#) Plan to Prevent and Combat Homelessness for the Cities of Paramount and Bellflower

NEW BUSINESS

3. [RESOLUTION NO. 18:022](#) Expressing Support for **Everyone In** Campaign, A Coalition of People Who Embrace the Common Goal of Ending Homelessness
4. [APPROVAL](#) Appointment of Planning Commissioner
5. [APPROVAL](#) Proposed Residential Air Purifier Filtration and HVAC Filter Rebate Program
6. [AWARD OF CONTRACT](#) Construction Services for Housing Rehabilitation – 8842 Vans Street
7. [AWARD OF CONTRACT](#) Construction Services for Housing Rehabilitation – 15133 Bellota Avenue

COMMENTS/COMMITTEE REPORTS

- Councilmembers
- Staff

ADJOURNMENT

To a meeting on August 7, 2018 at 6:00 p.m.

JULY 17, 2018

URGENCY ORDINANCE NO. 1105

“AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
PARAMOUNT EXTENDING AN INTERIM URGENCY ORDINANCE
PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 65858
SUSPENDING THE ISSUANCE OF ANY RESIDENT PERMIT PARKING
REQUESTS DURING THE PENDENCY OF THE CITY’S REVIEW AND
ADOPTION OF FORMAL CRITERIA OF SUCH REQUESTS AND
DECLARING THE URGENCY THEREOF”

MOTION IN ORDER:

READ BY TITLE ONLY, WAIVE FURTHER READING, AND ADOPT
URGENCY ORDINANCE NO. 1105.

APPROVED: _____ DENIED: _____

MOVED BY: _____

SECONDED BY: _____

ROLL CALL VOTE:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____



To: Honorable City Council

From: John Moreno

By: Adriana Lopez/John E. Cavanaugh

Date: July 17, 2018

Subject: URGENCY ORDINANCE NO. 1105 EXTENDING THE MORATORIUM ON CITY COUNCIL APPROVAL OF ANY RESIDENT PERMIT PARKING APPLICATIONS

Background

On June 19, 2018, the City Council adopted Interim Urgency Ordinance No. 1103 establishing a moratorium suspending the approval of future Resident Permit parking applications. The interim urgency ordinance was adopted in order to immediately protect the public health, safety and welfare of residents from further exacerbation of parking shortages created by City Council approval of Resident Permit parking applications. Interim Urgency Ordinance No. 1103 also provided for Public Safety staff to study potential adverse impacts created by Resident Permit parking while establishing formal criteria for future consideration by the City Council of Resident Permit parking.

Government Code Section 65858 allows the moratorium to be extended for a period up to 22 months. The proposed ordinance extension before the City Council this evening is drafted to provide for an additional six months **(through, January 17, 2019)**. If more time is needed, the urgency ordinance can be extended; or conversely, if new regulations are drafted prior to the end of the six-month period, the urgency ordinance can end sooner.

Without the enactment of this Urgency Ordinance No.1105 extension (attached), both existing and prospective requests for Resident Permit parking could receive approval, which would further eliminate street parking and exacerbate current parking shortages in the City's community. To mitigate further parking shortages in residential public streets, City staff needs time to study the potential adverse community impacts and mechanisms to establish formal and structured criteria for Resident Permit parking, and to provide the City Council with options and recommendations to adopt such criteria.

Should the City Council adopt Urgency Ordinance No. 1105, it will require a 4/5 vote.

Environmental Review

The adoption of this urgency ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15308 (Class 8), actions by regulatory agencies for protection of the environment, and Section 15061(b)(3), which is

the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment.

Recommended Action

It is recommended that the City Council read by title only, waive further reading, and adopt Urgency Ordinance No. 1105.

ATTACHMENT

CITY OF PARAMOUNT
LOS ANGELES COUNTY, CALIFORNIA

URGENCY ORDINANCE NO. 1105

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT EXTENDING AN INTERIM URGENCY ORDINANCE PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 65858 SUSPENDING THE ISSUANCE OF ANY RESIDENT PERMIT PARKING REQUESTS DURING THE PENDENCY OF THE CITY'S REVIEW AND ADOPTION OF FORMAL CRITERIA OF SUCH REQUESTS AND DECLARING THE URGENCY THEREOF

THE CITY COUNCIL OF THE CITY OF PARAMOUNT DOES ORDAIN AS FOLLOWS:

Section 1. Purpose and Findings.

- A. In 1971, the City Council adopted Ordinance No. 305, to amend section 29-6 of the Paramount Municipal Code regarding traffic control devices. The amendment established the authorization to install traffic control signs such as stops signs, yield right-of-way signs, and street sweeping signs as traffic control devices. In 1983, the City Council adopted Ordinance No. 556, to amend section 29-6.4 of the Paramount Municipal Code, regulating public parking on certain streets. Ordinance No. 556 in conjunction with Ordinance No. 305, created the first Resident Permit parking in the City. Ordinance No. 556 required that vehicles parked on the following streets from November 15th to January 1st between 7:00 a.m. to 11:30 a.m. display an authorized parking permit:
- 1st Street, 2nd Street, and 3rd Street
 - Orizaba Avenue between Somerset Boulevard and 3rd Street
 - Indiana Avenue between Somerset Boulevard and 3rd Street
 - Jetmore Avenue between 3rd Street and Weimer Avenue
 - Wiemer Avenue between 3rd Street and Jetmore Avenue; and
- B. Ordinance No. 556 was adopted in response to complaints from residents concerning patrons from nearby business centers parking on residential streets, limiting the availability of public parking in residential communities; and
- C. Since the adoption of Ordinance No. 556, the City Council has amended section 29-6.4 twenty-nine times. The regulation of public parking in certain neighborhoods has been established to address congestion and limited parking in neighborhoods. In the past seven years, the Public Safety Department has received eleven requests for Resident Permit parking in various neighborhoods. Out of eleven requests received, nine have occurred in the past two years, and three more have been received this year. The number of requests in the past decade has been the highest since

the adoption of Ordinance No. 556, and it is expected to increase by next year; and

- D. The original intent of establishing Resident Permit parking was to address parking in residential neighborhoods that were affected by patrons from nearby business centers and/or establishments. In the last decade, the majority of neighborhoods that have been approved for Resident Permit parking were not located near either; instead, the requests were made by Paramount residents who wanted to restrict other Paramount residents from parking in the immediate area; sometimes only affecting a small number of homes. The approval of the last Resident Permit request (Ordinance No. 1094), which only affected seven homes, has led to animosity and disputes between neighbors. As of May 2018, the Public Safety Department has received four additional requests for Resident Permit parking for specific number blocks; and
- E. On June 19, 2018, the City Council adopted Interim Urgency Ordinance No. 1103, as authorized under Government Code Section 65858 which established a moratorium suspending the issuance of any future Resident Permit Parking applications. The interim urgency ordinance was adopted in order to immediately protect the health, safety and welfare of residents from the potential adverse community impacts on Resident Permit Parking; and
- F. Government Code Section 65858 allows the moratorium to be extended for a period up to 22 months and 15 days. In order to protect the public health, safety and welfare, it is necessary for the City Council to extend the interim ordinance for up to an additional six (6) months (**through January 17, 2019**) in order for City staff to continue studying the potential adverse community impacts and mechanisms to establish formal and structured criteria for Resident Permit parking, and to provide the City Council with options and recommendations to adopt such criteria; and
- G. This ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to §§ 15060 (c) (2) (the activity will not result in a direct or reasonable foreseeable indirect physical change in the environment) and 15060 (c) (3) the activity is not a project as defined in § 15378 of the CEQA Guidelines (Title 14, Chapter 3 of the California Code of Regulations) because it has no potential for resulting in physical change to the environment, directly or indirectly.

Section 2. Extension of Urgency Ordinance Imposed. For a period of six (6) months, commencing on the date of the adoption of this urgency ordinance, no requests for Resident Permit Parking shall be approved in the City of Paramount.

Section 3. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision,

sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases or portions thereof be declared invalid or unconstitutional.

Section 4. Declaration of Facts Supporting Urgency Ordinance. The statements of fact set forth in Section 1. of this Ordinance are incorporated by this reference; consequently, the absence of this Ordinance may pose a public safety threat to health, safety and welfare of the residents within the City of Paramount. Therefore, the City Council finds, determines and declares that the immediate preservation of the public peace, health, safety and welfare necessitates the enactment of this ordinance as an urgency ordinance, and accordingly, this Ordinance shall take effect immediately upon a 4/5ths vote.

Section 5. The City Clerk shall certify the adoption of this Urgency Ordinance and shall cause the same to be published as required by law.

PASSED, APPROVED and ADOPTED by the Paramount City Council this 17th day of July 2018.

Diane J. Martinez, Mayor

Attest:

Lana Chikami, City Clerk

JULY 17, 2018

PLAN TO PREVENT AND COMBAT HOMELESSNESS FOR THE CITIES
OF PARAMOUNT AND BELLFLOWER

MOTION IN ORDER:

APPROVE AND ADOPT THE PLAN TO PREVENT AND COMBAT
HOMELESSNESS WITH THE STIPULATION THAT THE FINAL DRAFT OF
THE PLAN BE SUBMITTED TO THE LOS ANGELES COUNTY HOMELESS
INITIATIVE BY JULY 27, 2018.

APPROVED: _____ DENIED: _____

MOVED BY: _____

SECONDED BY: _____

ROLL CALL VOTE:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____



To: Honorable City Council
From: John Moreno
By: Adriana Lopez/Margarita Matson
Date: July 17, 2018

Subject: PLAN TO PREVENT AND COMBAT HOMELESSNESS FOR THE CITIES OF PARAMOUNT AND BELLFLOWER

Background

At its July 3, 2018 City Council meeting, People Assisting the Homeless (P.A.T.H.) representatives, Elizabeth Heger and Brigid Kelly, gave an in-depth presentation of the proposed Plan to Prevent and Combat Homelessness. As mentioned in the presentation, the proposed Plan to Prevent and Combat Homelessness in the cities of Paramount and Bellflower was created to outline the cities' priorities in addressing issues related to homelessness. A joint plan was created because of the regional nature of homelessness and the funding associated with addressing it. Funding from Measure H through the Los Angeles County Homeless Initiative made the creation of this plan possible.

Plan to Prevent and Combat Homelessness

Since March 6, 2018, City staff has been working closely with P.A.T.H. representatives to gather information and conduct meetings with stakeholders to create the Plan to Prevent and Combat Homelessness. Part of this effort included meetings with members of the public, City personnel, and non-profit organizations.

Both cities established goals and supportive actions, which reflect the collaborative process involving stakeholder meetings, expert interviews, and City policy document analysis. This process was conducted by City staff in partnership with P.A.T.H. and identified the challenges and solutions to ending homelessness in each respective city.

Attached is the proposed final draft of the Plan to Prevent and Combat Homelessness developed by P.A.T.H. for the City of Paramount (Attachment A). Currently, the City of Bellflower is reviewing their portion of the plan with their respective City Council. The Plan to Prevent and Combat Homelessness outlined for the City of Paramount takes into account the feedback received at meetings and contains future goals and objectives the Paramount community can implement to reduce the local homeless population. As mentioned in the presentation, the City of Paramount is not legally bound to act upon or implement any portion of the plan, but the City is hopeful that through the development of the plan, future Measure H funding will be made available to the City in order to accomplish the identified goals and objectives.

Recommended Action

It is recommended that the City Council approve and adopt the Plan to Prevent and Combat Homelessness with the stipulation that the final draft of the Plan be submitted to the Los Angeles County Homeless Initiative by July 27, 2018.

ATTACHMENT A

2018

PLAN TO PREVENT AND COMBAT HOMELESSNESS

CITY OF PARAMOUNT AND
CITY OF BELLFLOWER

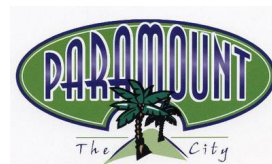
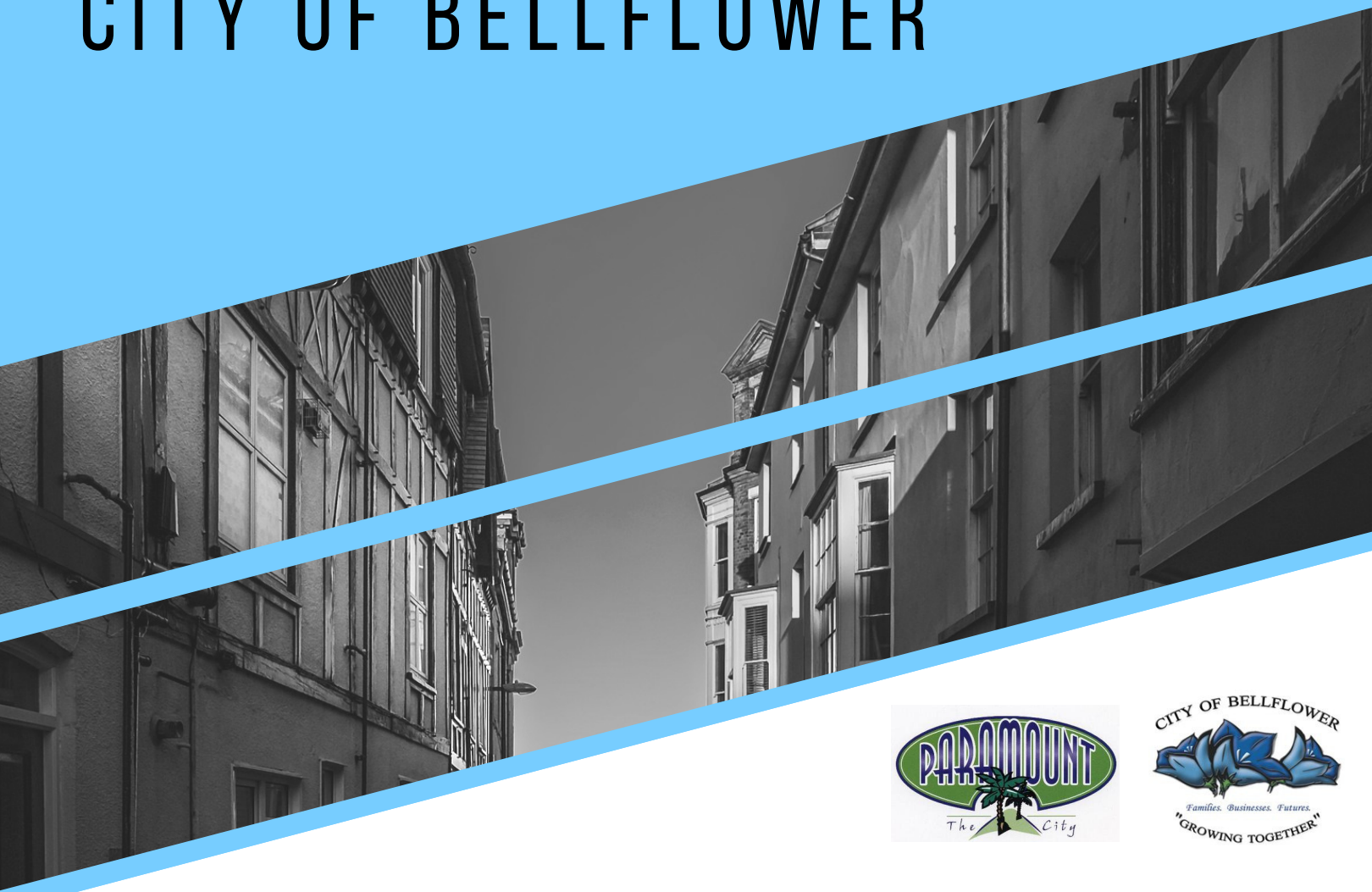


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DRAFT

Executive Summary

The Cities of Paramount and Bellflower are neighboring cities in Southeast Los Angeles County. The Plan to Prevent and Combat Homelessness in Paramount and Bellflower was created to outline the Cities' priorities in addressing issues related to homelessness in both Cities. A joint plan was created because of the regional nature of homelessness and the funding associated with addressing it. Funding from Measure H through the County Homeless Initiative made the creation of this plan possible.

Both Cities have already worked to address homelessness prior to the creation of this Plan. The Goals and Supporting Actions reflect the collaborative process involving stakeholder meetings, expert interviews, and City policy document analysis. This process was conducted by City officials in partnership with PATH and identified the challenges and solutions to ending homelessness in each respective city.

The Goals that follow are a reflection of the process and represent the Cities' priorities for addressing homelessness, as well as opportunities for the Cities to pursue high impact policy adoption. Detailed Supporting Actions associated with accomplishing each Goal are included in the body of the Plan.

City of Paramount's Goals

- Goal 1: Educate residents about homelessness and increase awareness of the City's current efforts to address homelessness
- Goal 2: Increase access to homeless services in the City of Paramount
- Goal 3: Mobilize the community to proactively address homelessness
- Goal 4: Ensure efficient use of City resources when responding to requests related to homelessness
- Goal 5: Prevent Paramount residents from becoming homeless
- Goal 6: Increase stock of supportive and affordable housing available in the City

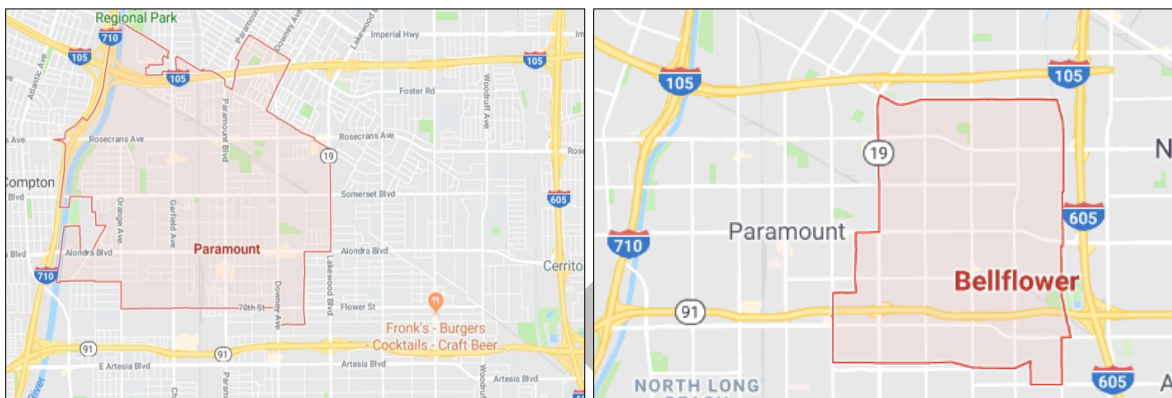
City of Bellflower's Goals

- Goal 1: Increase engagement with individuals experiencing homelessness in the City of Bellflower
- Goal 2: Ensure City staff are equipped to address the intersection of homelessness and their department through increased training on proper engagement techniques and available resources
- Goal 3: Educate residents about how to combat misconceptions about homelessness and how to utilize available resources
- Goal 4: Mobilize the community to proactively address homelessness
- Goal 5: Prevent Bellflower residents from becoming homeless
- Goal 6: Increase stock of bridge, supportive, and affordable housing available in the City

Background and Purpose

City Information

The Cities of Paramount and Bellflower are located in Southeast Los Angeles County. Paramount covers an area of 4.8 square miles and Bellflower covers an area of 6.17 square miles. The two Cities share a border on Paramount's eastern edge and Bellflower's western edge. As of 2016, Paramount has 56,400 residents and Bellflower has 76,363 residents.



Images courtesy of Google Maps

There are 55,048 people experiencing homelessness in Los Angeles County, according to the Los Angeles Homeless Services Authority's (LAHSA) 2017 Homeless Count. From 2016 to 2017, Los Angeles County saw a 17 percent increase in the number of people experiencing homelessness on a given night (2017 Homeless Count results). While the 2017 Homeless Count reported a decrease in the number of people experiencing homelessness in the City of Bellflower and an increase in the City of Paramount, service providers and City staff from both cities cited a noticeable increase in the number of people in the City who are in need of homeless services.

For the purposes of delivering homeless services to people, the county is divided into eight Service Planning Areas (SPA). While Paramount and Bellflower are neighboring cities, they are in different SPAs, Paramount in SPA 6 and Bellflower in SPA 7.



Image courtesy of LAHSA

2017 Homeless Count Results			
LA County 2017 Total		55,048	
SPA 6 2017 Total	9,036	SPA 7 2017 Total	4,533
Paramount 2017 Total	111	Bellflower 2017 Total	166
Unsheltered	111	Unsheltered	131
<i>Persons in Cars</i>	16	<i>Persons in Cars</i>	22
<i>Persons in RVs/Campers</i>	8	<i>Persons in RVs/Campers</i>	13
<i>Persons in Vans</i>	25	<i>Persons in Vans</i>	20
<i>Persons in Tents</i>	14	<i>Persons in Tents</i>	3
<i>Persons in Makeshift Shelters</i>	17	<i>Persons in Makeshift Shelters</i>	33
<i>Persons on the street</i>	30	<i>Persons on the street</i>	40
Sheltered	0	Sheltered	35
2016 Homeless Count Results			
LA County 2016 Total		46,874	
SPA 6 2017 Total	7,459	SPA 7 2017 Total	3,469
Paramount 2016 Total	50	Bellflower 2016 Total	241

Data limitations restrict access to detailed demographic information of people experiencing homelessness in the cities at any one time. However, demographic information is available at the SPA level. The following demographic information from each SPA provides a more holistic understanding of people experiencing homelessness in the region. Please note, results have been rounded and may not equal 100 percent.

SPA 6 (2017 Homeless Count)

Location:

- 73% of people were unsheltered and living outside
- 27% of people were in some form of temporary accommodations

Family Type:

- 76% of people were single adults
- 18% of people were families
- 6% were transitional age youth

Gender:

- 62% were male
- 38% of people were female
- 0.3% were transgender

Ethnicity:

- 68% were African American
- 23% of people were Hispanic/Latino
- 5% were white
- 1% identified as other

Age:

- 11% of people were under the age of 18
- 7% were between ages 18-24
- 53% between ages 25-54
- 19% between ages 55-61
- 9% were age 52 or older

Other Demographics

These are not mutually exclusive categories, and an individual may fall into more than one category.

- 7% were United States Veterans
- 35% have experienced domestic/intimate partner violence in their lifetime
- 30% were considered chronically homeless
- 31% had a mental illness
- 17% had a substance use disorder
- 1% had HIV/AIDS

SPA 7 (2017 Homeless Count)

Location:

- 76% of people were unsheltered and living outside
- 24% of people were in some form of temporary accommodations

Family Type:

- 67% of people were single adults
- 14% of people were families
- 19% were transitional age youth

Gender:

- 66% were male
- 33% of people were female
- 0.3% were transgender

Ethnicity:

- 71% of people were Hispanic/Latino
- 17% were white
- 11% were African American
- 1% identified as other

Age:

- 11% of people were under the age of 18
- 18% were between ages 18-24
- 52% between ages 25-54
- 14% between ages 55-61
- 5% were age 52 or older

Other Demographics

These are not mutually exclusive categories, and an individual may fall into more than one category.

- 3% were United States Veterans
- 23% have experienced domestic /intimate partner violence in their lifetime
- 18% were considered chronically homeless
- 11% had a mental illness
- 10% had a substance use disorder
- 1% had HIV/AIDS

Background on Plan Development

In March 2017 Los Angeles County voters passed Measure H, a quarter cent sales tax, to generate funding for homeless services. During the first year of Measure H implementation, the County created an opportunity for cities to develop city-specific Plans to Prevent and Combat Homelessness (“the Plan”).

Before the opportunity to create a Plan to Prevent and Combat Homelessness became available, Paramount and Bellflower (“the Cities”) worked to address homelessness in the following ways:

- Contracting with community based organizations to provide services to people experiencing homelessness
- Conducting outreach through Public Safety Department and the LA County Sheriff's Department and providing referrals to regional bridge housing and other available resources
- Participating in the work of regional homeless coalitions
- Updating zoning to allow for more bridge and supportive housing development

Purpose of Developing Plan

It is important to recognize that the larger housing affordability crisis in California and Los Angeles County exacerbates the homelessness crisis at the city level. California holds 21 of the 30 most expensive rental markets in the nation, and LA County needs 551,807 more affordable rental

homes for very and extremely low-income households (Homeless Task Force Report, 1; 2017 Homeless Count). At the city level, Bellflower's Housing Element recognizes that "very low-income households would not be able to afford rental apartments in the City given the current market trends" (71). Paramount also recognizes the insufficient number of "housing units affordable to people with very low-income" (Paramount's 2017-2021 Consolidated Plan, 83).

Paramount and Bellflower acknowledge their roles in addressing the housing affordability and homelessness crisis. The Cities are working to meet their Regional Housing Needs Allocation (RHNA) for the current cycle and have updated or are in the process of updating their zoning code accordingly. Paramount makes clear that "the ultimate solution to ending homelessness is transitional to permanent housing closely aligned with supportive services that ensure housing stability can be maintained" (Paramount's 2017-2021 Consolidated Plan, 139). However, due to funding limitations, new development projects have been suspended while outside grants and loans are pursued to address the funding gap (Paramount's 2014-2021 Housing Element). Both cities are now subject to SB 35 streamlining for developments with some percentage of affordable units, reflecting the fact that the Cities have not met the needed production of housing (see Appendix I for additional details).

People experiencing homelessness often travel between cities to access resources and to avoid interactions with law enforcement. "A regional approach is the best strategy to address the needs of the homeless," which is why Paramount and Bellflower decided to create a joint plan (Bellflower's 2015 Consolidated Plan, 8). Further, the majority of funding from the County and State levels is distributed in a regional way. While this plan is specifically targeted to address homelessness in Paramount and Bellflower, the Cities are also committed to participating in and supporting regional efforts to address homelessness. Participation in the Gateway Cities Council of Governments (GCCOG) efforts is a priority for City Councils and the GCCOG Homeless Action Plan 2018 Regional Goals have been included in Appendix D.

Plan Development Process

The Cities of Paramount and Bellflower, in partnership with PATH, developed a collaborative plan through input from City staff, residents, homeless service providers that operate in the Cities, and an individual who experienced homelessness in the City of Bellflower. Five stakeholder meetings were convened to hear from specific stakeholder groups (Appendix A contains notes from the stakeholder meetings and Appendix B is a list of stakeholders engaged in this process). Expert interviews were conducted with a number of organizations, City departments, and individuals that had unique insight into the state of homelessness in the Cities. Each stakeholder meeting or expert interview was formatted to first discuss the challenges that exist in addressing homelessness in the Cities, followed by a conversation about the possible solutions to each identified challenge.

The Goals and Supporting Actions listed in this Plan are primarily influenced by the discussions that occurred at stakeholder meetings and in expert interviews. Also included with each Action Item is alignment with the City's current guiding policy, as it relates to homelessness and funding opportunities, outlined in the following publicly approved documents:

- City of Paramount
 - *2014-2021 Housing Element*
 - *2016 General Plan Annual Report*

The Plan to Prevent and Combat Homelessness

- *2016-2017 Consolidated Annual Performance and Evaluation Report (CAPER)* (Details the City's achievements in meeting the goals and objectives outlined in the 2016-2017 Action Plan and the 2012-2017 Consolidated Plan)
- *2017-2021 Consolidated Plan* (federal requirement by the U.S. Department of Housing and Urban Development (HUD) to receive Federal Community Development Block Grant (CDBG) and HOME Investment Partnership funds)
- *2017-2018 Annual Action Plan* (provides HUD with one-year goals and projects for the investment of CDBG and HOME funds to meet the housing and community development needs identified in the Consolidated Plan)
- *2018-2019 Annual Action Plan* (provides HUD with one-year goals and projects for the investment of CDBG and HOME funds to meet the housing and community development needs identified in the Consolidated Plan)
- City of Bellflower
 - *2014-2021 Housing Element*
 - *2015 Consolidated Plan* (federal requirement by the U.S. Department of Housing and Urban Development (HUD) to participate in formula programs such as Community Development Block Grant (CDBG) and HOME Investment Partnership)
 - *Consolidated Annual Performance Evaluation (CAPER) Fiscal Year 2016-2017* (summary of the City's progress toward meeting the goals specified in the City's Consolidated Plan)
 - *2017-2018 Annual Action Plan* (details the City's proposed uses of its CDBG and HOME funds)
 - *2018-2019 Annual Action Plan* (details the City's proposed uses of its CDBG and HOME funds)
 - *Low and Moderate Income Housing Asset Funds Program Guide*

The Cities also recognize their roles in regional efforts to combat homelessness. As such, the following regional documents were consulted in the development of this plan:

- *Gateway Cities Homeless Action Plan*
- *Homelessness Task Force Report-Tools and Resources for Cities and Counties*, prepared by the League of California Cities, California State Association of Counties, and the Institute for Local Government
- *Local Zoning Best Practices for Shelter and Transitional and Supportive Housing*, prepared by Public Counsel

Goals and Supporting Actions have been identified for each City separately, though there is considerable overlap between the two sets of Goals. This was done to ensure each City could independently implement their Goals and Supporting Actions.

Paramount's Goals and Supporting Actions

See Appendix K for definition of table categories and other industry specific words used in the Plan. For the purpose of this section, use of "the City" refers to the City of Paramount.

Goal 1: Educate residents about homelessness and increase awareness of the City's current efforts to address homelessness	
<p>The <i>Everyone In</i> Campaign, spearheaded by United Way of Greater Los Angeles, says that, "With committed resources and political and community desire, Los Angeles can end homelessness." In order to address the multi-faceted nature of homelessness, everyone, including concerned residents, business owners, and local governments, need to accept their role in the process.</p> <p>Goal 1 aims to proactively engage residents around the issues related to homelessness in the City. Open and frequent discussion about efforts to address homelessness in the City increases resident knowledge about available resources, situations that warrant calls to law enforcement, and actions they can take to help address homelessness in the City.</p>	
Approachable Action Items	
Action 1a: Invite service providers to have booths or tables at community events to educate residents about 1) Current efforts to address homelessness in the City, including limitations of City departments and law enforcement, 2) Resources available to people experiencing homelessness, and 3) How interested residents can help end homelessness in the City.	
Policy Changes	No associated policy changes required
Measurement	Service providers are present at City events
Timeline	6 months
Ownership	Community Development
Leveraged City Resources	Space at City facilities
Funding Opportunities	Funding not required
County Strategy Alignment	E7
City Policy Alignment	2017-2021 Consolidated Plan: The City provides for the ability to support "activities implemented by local nonprofit organizations that provide services to help prevent and eliminate homelessness" (140).
Growth Action Items	
Action 1b: Utilize City social media to disseminate information about homelessness, available resources, and current City efforts to address homelessness.	
Policy Changes	No associated policy changes required
Measurement	Enhanced community awareness about homelessness
Timeline	24 months
Ownership	Public Safety
Leveraged City Resources	Staff time
Funding Opportunities	Funding not required
County Strategy Alignment	E7
City Policy Alignment	N/A
Action 1c: Voice City support for the <i>Everyone In</i> Campaign spearheaded by United Way of Greater Los Angeles and invite representatives from the <i>Everyone In</i> Campaign to City Council meetings.	

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Policy Changes	No associated policy changes required
Measurement	Sign <i>Everyone In</i> Resolution (Appendix G)
Timeline	6 months
Ownership	Public Safety
Leveraged City Resources	Staff time, time at City Council meetings
Funding Opportunities	Funding not required
County Strategy Alignment	N/A
City Policy Alignment	N/A

Goal 2: Increase access to homeless services in Paramount	
<p>Providing case management services to people experiencing homelessness is a specialized skill and requires access to a variety of resources. The limited number of both case managers and services provided in Paramount was a concern discussed at all stakeholder meetings. City staff primarily requested more immediate access to services like mental health care and rehabilitation programs.</p> <p>Goal 2 aims to increase the number of services and service providers in the City. It also explores innovative solutions to make it easier for people experiencing homelessness to access the available services.</p>	
Approachable Action Items	
Action 2a: Increase the number of service providers in the City and enhance the relationship with the Coordinated Entry System (CES) lead agencies in SPA 6.	
Policy Changes	The 2014-2021 Housing Element states that the “primary agency that deals with the issue of homelessness in Paramount is the Los Angeles County Sheriff’s Department that serves Paramount” (36). The entity responsible for addressing homelessness in the City should be modified
Measurement	Increased number of service providers in the City
Timeline	6 months
Ownership	Public Safety
Leveraged City Resources	Staff time
Funding Opportunities	General Fund; Grants from the Community Services and Recreation Department
County Strategy Alignment	E7
City Policy Alignment	<p>2017-2021 Consolidated Plan: “In support of CoC efforts, this Strategic Plan provides for the use of General Funds to support activities implemented by local nonprofit organizations that provide services to help prevent and eliminate homelessness” (140).</p> <p>2017-2021 Consolidated Plan: “The City of Paramount will support homeless and other special needs activities through community grants administered by the Community Services and Recreation Department. Each year, the City allocates approximately \$70,000 to support community-</p>

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	based nonprofits – many of which focus their work on addressing homelessness and providing services to special needs populations” (168).
Action 2b: Allow outreach workers to utilize office space at City parks and public safety offices.	
Policy Changes	Update allowable City park and public safety office space uses
Measurement	Service providers have home bases at City parks and public safety facilities
Timeline	6 months
Ownership	Public Safety
Leveraged City Resources	Space at City facilities
Funding Opportunities	Grants from the Community Services and Recreation Department
County Strategy Alignment	E7
City Policy Alignment	2017-2021 Consolidated Plan: The Plan indicates six priority needs for the City including, but not limited to, “Provide services to low-income residents, those with special needs, and the homeless” (3). By allowing outreach teams to utilize City office space as a home base, services are more accessible to City residents and therefore in line with a priority outlined in the Consolidated Plan.
Action 2c: Explore creative resource solutions tied to case management such as 1) Non-City trash pick-up near encampments, 2) Daily storage options for belongings of people experiencing homelessness, 3) Increased accessibility to hygiene resources like showers and bathrooms, and 4) Access to laundry services.	
Policy Changes	Modifying allowable uses in public spaces, as needed
Measurement	More diverse resources are accessible to people experiencing homelessness during the housing navigation process
Timeline	12 months
Ownership	Community Development; Public Safety; Consider partnering with local nonprofit(s) for implementation
Leveraged City Resources	Staff time; Space at City facilities
Funding Opportunities	General Fund; HUD Continuum of Care; Partnership with local nonprofits
County Strategy Alignment	E7
City Policy Alignment	2017-2021 Consolidated Plan: “In support of CoC efforts, this Strategic Plan provides for the use of General Funds to support activities implemented by local nonprofit organizations that provide services to help prevent and eliminate homelessness” (140).
Action 2d: Ensure resources related to homeless services are available in Spanish.	
Policy Changes	No associated policy changes required
Measurement	Resources related to homeless services are available in Spanish
Timeline	12 months
Ownership	Public Safety
Leveraged City Resources	Staff time
Funding Opportunities	Funding not required

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County Strategy Alignment	E7
City Policy Alignment	N/A
Action 2e: Work to promote homeless services at City and County facilities (parks, libraries, City Hall, and other public spaces) through the distribution of flyers and informational cards.	
Policy Changes	No associated policy changes required
Measurement	Increased accessibility to information about homeless services
Timeline	6 months
Ownership	Community Development
Leveraged City Resources	Staff time
Funding Opportunities	Funding not required
County Strategy Alignment	E7
City Policy Alignment	2017-2021 Consolidated Plan: The City provides for the ability to support “activities implemented by local nonprofit organizations that provide services to help prevent and eliminate homelessness” (140).
Growth Action Items	
Action 2f: Pursue partnership with a nonprofit to establish an access center, where people experiencing homelessness in the City can access resources and bridge housing.	
Policy Changes	No associated policy changes required
Measurement	An access center is established in the City
Timeline	24 months
Ownership	Community Development
Leveraged City Resources	Staff time
Funding Opportunities	Affordable Housing Program (2014-2021 Housing Element, 57); HOME; CDBG
County Strategy Alignment	E8
City Policy Alignment	<p>2014-2021 Housing Element – “Emergency Shelter Rezoning Program/HUD Emergency Shelter Grants”: “This program provides for the creation of an overlay zone within a specific area of the City where an emergency shelter would be permitted by right” (64).</p> <p>2017-2021 Consolidated Plan: The City identified several actions that “promote housing accessibility for homeless individuals and protected classes” (72). One of the actions includes “amending the City’s Zoning Ordinance and Municipal Code... to include transitional housing as a defined permitted use by right” (72).</p> <p>2016-2017 CAPER: “The City of Paramount Zoning Ordinance does not currently provide zoning and development standards that facilitate the siting and development of transitional housing” (12). However, the CAPER indicates that the City is in the process of amending the City’s Zoning Ordinance and Municipal Code to allow for the previously mentioned siting (12). With the update, Action 2f will be more accessible for the City.</p>

Action 2g: Fund motel vouchers as a component of case management.	
Policy Changes	No associated policy changes required
Measurement	City-funded motel vouchers are a component of case management in the City
Timeline	24 months
Ownership	Community Development
Leveraged City Resources	Staff time
Funding Opportunities	General Fund; Grants from the Community Services and Recreation Department
County Strategy Alignment	E6, E8
City Policy Alignment	<p>2017-2021 Consolidated Plan: “In support of CoC efforts, this Strategic Plan provides for the use of General Funds to support activities implemented by local nonprofit organizations that provide services to help prevent and eliminate homelessness” (140).</p> <p>2017-2021 Consolidated Plan: “The City of Paramount will support homeless and other special needs activities through community grants administered by the Community Services and Recreation Department. Each year, the City allocates approximately \$70,000 to support community-based nonprofits – many of which focus their work on addressing homelessness and providing services to special needs populations” (168).</p>

Goal 3: Mobilize the community to proactively address homelessness	
Homelessness is a multi-faceted issue that requires multi-faceted solutions – with support from community members, residents, and local government. Thus, involving people from various groups that can uniquely address different aspects would be a tool for addressing homelessness in the City.	
Approachable Action Items	
Action 3a: Create a Paramount Homeless Coalition that includes providers, interested residents, law enforcement, faith communities, and business owners that 1) Meets monthly to discuss concerns, challenges, possible solutions, and opportunities for volunteering, 2) Provides regular updates to the City Council on resources, programs, and client stories that are active within the City, 3) Identifies businesses that would be willing to hire people with a history of homelessness, 4) Coordinates the efforts of faith communities to ensure efficient provision of short term resources and easy access to long term case management, and 5) Identifies and promotes volunteer opportunities with local civic clubs, community organizations, and service providers.	
Policy Changes	Pass a Motion recognizing the Paramount Homeless Coalition
Measurement	Establish Coalition
Timeline	12 months
Ownership	Public Safety (shifted to Paramount resident once established)
Leveraged City Resources	Space at City facilities; Time during City Council meetings; Social Media promotion
Funding Opportunities	Funding not required

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County Strategy Alignment	E7
City Policy Alignment	N/A

Goal 4: Ensure efficient use of City resources when responding to requests related to homelessness	
Goal 4 is included in Paramount's Plan as a direct result of input received from City staff during stakeholder meetings. Many staff are very knowledgeable about the causes of homelessness and ultimate solutions, but requested more training about how to address homelessness as it intersects with their jobs. Goal 4 works to empower City staff to address homelessness, destigmatize homelessness among City staff, and encourage resource sharing across City departments.	
Approachable Action Items	
Action 4a: Conduct regular staff training in partnership with a local service provider on 1) The causes of homelessness, 2) Resources available to address homelessness, and 3) Techniques for engaging people experiencing homelessness.	
Policy Changes	Revise City staff training requirements
Measurement	Minimum of 4 trainings offered per year
Timeline	6 months
Ownership	Human Resources Division
Leveraged City Resources	Existing staff training events; Space at City facilities
Funding Opportunities	General Fund; Partnerships with local homeless service providers
County Strategy Alignment	E4
City Policy Alignment	2014-2021 Housing Element – “Emergency Shelter Program/HUD Emergency Shelter Grants”: The Housing Element states that the City will undertake certain activities to address the “priority needs” of people experiencing homelessness, including: monitoring the number of people experiencing homelessness, developing opportunities for additional affordable housing, and promoting the homeless program by noticing the special service agencies and providers of available funds and appropriate sites (64). The activities identified in the Housing Element would be supported through Action 4a.
Action 4b: Create a City Interdepartmental Task Force in partnership with a service provider to 1) Generate solutions-oriented discussion about homelessness in the City, 2) Increase awareness of available external resources to address homelessness, 3) Use social media and public meetings to present a consistent City message regarding homelessness and efforts to combat homelessness, and 4) Ensure collaboration with service providers when engaging people experiencing homelessness.	
Policy Changes	Pass a Motion to establish a City Interdepartmental Task Force
Measurement	Establish Interdepartmental Task Force
Timeline	12 months
Ownership	City Manager's Office
Leveraged City Resources	City staff time; Space at City facilities

Funding Opportunities	Funding not required
County Strategy Alignment	E7
City Policy Alignment	2014-2021 Housing Element – “Emergency Shelter Program/HUD Emergency Shelter Grants”: The Housing Element states that the City will undertake certain activities to address the “priority needs” of people experiencing homelessness, including: monitoring the number of people experiencing homelessness, developing opportunities for additional affordable housing, and promoting the homeless program by noticing the special service agencies and providers of available funds and appropriate sites (64). The Interdepartmental Task Force would allow for direct collaboration with partnering nonprofits.

Goal 5: Prevent Paramount residents from becoming homeless	
As a proven strategy in decreasing homelessness, prevention programs work to help individuals at risk of homelessness with temporary assistance. Service providers communicated a need for increased funding for prevention programs and the City currently prioritizes HOME and CDBG funds for prevention purposes.	
Approachable Action Items	
Action 5a: Educate residents on programs that exist to prevent people from experiencing homelessness.	
Policy Changes	No associated policy changes required
Measurement	More residents are aware of available homeless prevention programs
Timeline	12 months
Ownership	Community Development
Leveraged City Resources	Staff time; Space at City facilities
Funding Opportunities	Funding not required to complete action
County Strategy Alignment	A1, A5
City Policy Alignment	<p>2017-2021 Consolidated Plan: “Housing cost burden, severe housing costs burden, and overcrowding are the most common housing problems in Paramount” (42). The problems indicated in the Consolidated Plan are conditions that can put households at risk of homelessness.</p> <p>2017-2021 Consolidated Plan: Housing cost burden is a leading indicator of risk for homelessness (43). In the City, “73 percent of low- and moderate-income households... pay more than 30 percent of their monthly gross income for housing costs” (43).</p> <p>2017-2021 Consolidated Plan: The City successfully provided public services to 68 residents at risk of homelessness in 2012-2016. Furthermore, according to 2009-2013 ACS data, there are not enough housing units affordable to people with incomes less than 50 percent of AMI (83).</p>

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Growth Action Items	
Action 5b: Increase funding for prevention programs on an ongoing basis.	
Policy Changes	Consideration of LMIHAF uses
Measurement	Increased funding for prevention programs
Timeline	24 months
Ownership	Community Development
Leveraged City Resources	Staff time
Funding Opportunities	CDBG; HOME; General Fund; Low and Moderate Income Housing Asset Funds (LMIHAF); Emergency Solutions Grant (ESG)
County Strategy Alignment	A1, A5
City Policy Alignment	<p>2014-2021 Housing Element: According to the 2010 Census, 14.1 percent of the City's total occupied units were identified as being overcrowded while 10 percent of the total occupied units in the City were considered severely overcrowded (34). Overcrowded living conditions can be a factor that puts a household at risk of homelessness.</p> <p>2017-2021 Consolidated Plan: "The City will use General Funds to support local service providers to prevent homelessness for low- and moderate-income residents" (139).</p>

Goal 6: Increase stock of supportive and affordable housing available in the City	
<p>The proven solution to ending homelessness is housing (see Appendix L for additional details about supportive housing). Goal 6 aims to increase the number of units accessible to people experiencing homelessness. Further, every stakeholder meeting cited the lack of affordable and supportive housing options as a challenge that needs to be addressed – a view also reflected in the 2016-2017 Paramount CAPER (18).</p> <p>City staff, including Public Safety, Public Works, and Community Development, acknowledged that interactions with people experiencing homelessness were often with the same people. They cited increasing the number of affordable and supportive housing units as the ultimate solution to breaking the cycle of homelessness in the City,</p>	
Approachable Action Items	
Action 6a: Track vacant rental units and through education about various landlord incentive programs, encourage Paramount landlords to rent units to people exiting homelessness.	
Policy Changes	No associated policy changes required
Measurement	List of vacant rental units throughout the City is created, maintained, and submitted to housing.lacounty.gov ; Landlords are aware of incentive programs
Timeline	24 months
Ownership	Community Development
Leveraged City Resources	Staff time
Funding Opportunities	Funding not required
County Strategy Alignment	D7, E7

City Policy Alignment	<p>2017-2021 Consolidated Plan: During 2016-2017, approximately 600 Section 8, tenant-based vouchers were utilized in Paramount (60). According to the 2009-2013 ACS data, the City estimates a need for approximately 4,290 additional units that are affordable to households with less than 50 percent AMI (87).</p> <p>2014-2021 Housing Element – “RHNA Objective/Constraints Monitoring Program”: “To ensure adequate sites are available throughout the planning period to meet the City’s RHNA, the City will continue to annually update an inventory that details the amount, type, and size of vacant and underutilized parcels to assist developers in identifying...” suitable development sites for all income levels (68).</p>
Growth Action Items	
Action 6b: Conduct a land use assessment to identify additional underutilized lots or buildings that could be turned into affordable housing while actively pursuing partnerships with nonprofit developers to build on or rehabilitate the identified lots or buildings.	
Policy Changes	No associated policy changes required
Measurement	Land use assessment indicates where additional affordable units could be built
Timeline	24 months
Ownership	Community Development; Consider hiring a Planning Consultant
Leveraged City Resources	Staff time
Funding Opportunities	General Fund
County Strategy Alignment	F1, F6
City Policy Alignment	<p>2014-2021 Housing Element: For the 2014-2021 planning period, the City needs to add 105 units to the City’s housing inventory – including 13 units for extremely low-income households, 13 units for very low-income households, and 16 units for low-income households (7). Furthermore, the City is also responsible for the unmet need of 961 units from the 2008-2014 planning period (44). The RHNA calls for Paramount to allow for a total of 1,064 additional units by 2021 (45).</p> <p>2014-2021 Housing Element – 3.3 – “Land Available to Accommodate RHNA Housing Need”: “The City of Paramount is fully developed and, as a result, any new residential development will consist of infill development within properties that are currently vacant or underutilized” (54).</p> <p>2014-2021 Housing Element – 3.4.2 Issue Area No. 2 – “Development of New Housing”: The City is committed to the development of new housing for “all income groups” (55). Policy 2.1 indicates that the City will promote new residential development – including affordable development (56).</p> <p>2014-2021 Housing Element – “Developer Consultation Program”: The program “promotes consultation with developers to assist in expanding housing opportunities in order to assist in the development of affordable</p>

	<p>housing” (62). This program is in direct support of pursuing partnerships with nonprofit developers.</p> <p>2014-2021 Housing Element – “Single Room Occupancy Housing Program”: “A single room occupancy (SRO) may serve as an important source of affordable housing for lower-income individuals, seniors, and persons with disabilities... As a means to finance this program, the City will prioritize affordable housing funds towards the provision of housing for extremely low-income households as part of the development of SRO housing” (66).</p> <p>2014-2021 Housing Element – “Lot Consolidation Program”: “The City will work with nonprofit developers and owners of small sites to identify and consolidate parcels to facilitate the development of housing affordable to lower-income households” (68).</p> <p>2014-2021 Housing Element – “RHNA Objective/Constraints Monitoring Program”: “To ensure adequate sites are available throughout the planning period to meet the City’s RHNA, the City will continue to annually update an inventory that details the amount, type, and size of vacant and underutilized parcels to assist developers in identifying land suitable for residential development” (68).</p> <p>In addition, the City has made insufficient progress toward the City’s RHNA allocation and is subject to SB 35 streamlining for proposed developments with at least 10 percent of units restricted for affordable housing (See Appendix I for additional details about SB 35).</p> <p>2014-2021 Housing Element – “Other Programs to Create Affordable Housing”: “The City is currently operating a program to purchase residential properties that have posed public safety and property maintenance problems in neighborhoods throughout the City” (79).</p> <p>2017-2021 Consolidated Plan: “The City is committed to identifying and engaging a nonprofit housing development partner that qualifies as a HOME Community Housing Development Organization to leverage CHDO reserve funds and local Affordable Housing Fund resources for the creation of additional affordable housing units where infill opportunities exist” (142).</p>
High Impact Action Items	
Action 6c: Update zoning and policies to support 1) More multi-family development in residential zones, 2) By-Right development approval process, 3) Residential development in commercial zones, and 4) Fee waivers to developers of affordable and supportive housing	
Policy Changes	Update existing Zoning and Development policies
Measurement	Zoning code updated
Timeline	36 months
Ownership	Community Development
Leveraged City Resources	Staff time
Funding Opportunities	General Fund

County Strategy Alignment	F3, F5, F7
City Policy Alignment	<p>2014-2021 Housing Element – “Land Use Controls”: “The General Plan was recently amended to permit mixed-use development with the approval of a conditional use permit [in Commercial Zones]” (43).</p> <p>2014-2021 Housing Element – “Development Standards in the Zoning Ordinance”: “The City works closely with developers to expedite approval procedures so as not to put any unnecessary timing constraints on development” (47).</p> <p>2014-2021 Housing Element – 3.4.4 Issue Area No. 4 – “Removal of Governmental Constraints”: One of the policies outlined to address this issue area is continued implementation of the “streamlined” review process (56).</p> <p>2014-2021 Housing Element – “Affordable Housing Bonuses and Incentives Ordinance”: The program provides incentives to developers who create projects with affordable housing units (57).</p> <p>2014-2021 Housing Element – “Affordable Housing Program”: The program “provides grants or subsidized interest rate loans for purchase, construction, and/or rehabilitation of owner-occupied housing by or for very low, low, and moderate-income households and/or to finance the purchase, construction, or rehabilitation for rental housing” (57). The allowable uses of the Program include, but are not limited to homeless shelters, new rental housing, and transitional housing (57).</p> <p>2014-2021 Housing Element – “Extremely Low-Income Housing Program”: “The City shall adopt a resolution waiving 100 percent of the application processing fees for developments in which 5 percent of the units are affordable to extremely low-income households” (62).</p> <p>2014-2021 Housing Element – “Underutilized Parcel Information”: “To encourage and facilitate the development of housing affordable to lower income households on sites zoned R-M (Multiple-family Residential) the City will continue to work with residential developers that are constructing affordable units to identify alternatives that may represent a cost savings on a case-by-case basis” (75).</p>

Bellflower’s Goals and Supporting Actions

See Appendix K for definition of table categories and other industry specific words used in the Plan. For the purpose of this section use of “the City” refers to the City of Bellflower.

Goal 1: Increase engagement with individuals experiencing homelessness in the City
In order to end homelessness in the City of Bellflower, it is important to responsibly engage people experiencing homelessness. This type of engagement fosters trust that empowers people to move out of homelessness. Goal 1 aims to increase the number of service providers

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in the City and enhance service provider coordination with City and County departments operating in Bellflower. Inclusion of Goal 1 reflects direct input from City staff and residents.	
Approachable Action Items	
Action 1a: Increase community and City staff involvement in the annual Homeless Count conducted by LAHSA.	
Policy Changes	No associated policy changes required
Measurement	Increased City staff involvement in the annual Homeless Count
Timeline	January 2019
Ownership	Public Safety
Leveraged City Resources	Space at City facilities
Funding Opportunities	Funding not required
County Strategy Alignment	N/A
City Policy Alignment	2015 Consolidated Plan: The City describes its coordination with the Continuum of Care by stating the following: “The City of Bellflower consults and collaborates with the Los Angeles Homeless Services Authority (LAHSA) and the local service providers to determine the available resources to address the needs of chronically homeless persons in Bellflower” (8). The City is committed to working with LAHSA, therefore Action 1a is in line with the Consolidated Plan.
Action 1b: Allow service providers to use office space at City park and public safety facilities as a home base when conducting outreach in the City.	
Policy Changes	Update allowable City park and public safety office space uses
Measurement	Service providers have home bases at City parks and public safety facilities
Timeline	6 months
Ownership	Public Safety
Leveraged City Resources	Space at City facilities
Funding Opportunities	Funding not required
County Strategy Alignment	E7
City Policy Alignment	2018-2019 Action Plan: The City currently addresses the needs of people experiencing homelessness by referring “persons needing shelter or housing to agencies with funding to help homeless and those near homeless” (29). Allowing service providers to use office space at City park and public safety facilities would allow the City to have increased accessibility to the referral process.
Action 1c: Increase the number of outreach workers in the City in order to move people out of homelessness more quickly. The additional outreach workers should include mental health workers, case managers, and Spanish speakers.	
Policy Changes	Transfer of “Outreach” LMIHAF funds from Public Safety/LA County Sheriff
Measurement	Increased number of outreach workers in the City
Timeline	12 months
Ownership	Public Safety
Leveraged City Resources	N/A

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Funding Opportunities	CDBG; Low and Moderate Income Housing Asset Funds (LMIHAF); HUD Continuum of Care
County Strategy Alignment	E6
City Policy Alignment	<p>2015 Consolidated Plan: “While a variety of services are available to homeless and those at risk of becoming homeless through LAHSA and local nonprofits, the amount of services available is limited and does not meet all of the needs” (92). Therefore, increasing the presence of outreach workers in the City would assist with efforts to address the identified weakness in the Consolidated Plan.</p> <p>2015 Consolidated Plan: Through surveys, public meetings, and research, the City identified “Priority Needs” with corresponding priority levels of “High Priority,” “Medium Priority,” and “Low Priority” (86). The designation of “High Priority” translates to “activities to address [the identified] need will be funded by the City during the five-year period” of 2015-2020 (86). “Support Continuum of Care for the Homeless” is identified as a “High Priority” need (82) and therefore will be funded by the City in 2015-2020.</p> <p>Low and Moderate Income Housing Asset Funds Program Guide: The current use of LMIHAF Funds includes \$162,500 for Homeless Prevention and Rapid Re-housing Services, Extremely Low Income Rental Vouchers Services, and associated case management. With the current total allocation of \$250,000, there is \$87,500 left for “Outreach” to be administered by the City and LA County Sheriff.</p>

Goal 2: Ensure City staff are equipped to address the intersection of homelessness and their department through increased training on proper engagement techniques and available resources	
Goal 2 is included in Bellflower’s Plan as a direct result of input received from City staff during stakeholder meetings. The Goal aims to increase the coordination between service providers, City departments, and County departments operating in Bellflower. Goal 2 works to empower City staff to address homelessness, de-stigmatize homelessness among City staff, and encourage resource sharing across City departments.	
Approachable Action Items	
Action 2a: In partnership with a service provider, regularly convene City and County departments in Bellflower to 1) Generate solutions-oriented discussion about homelessness in the City, 2) Increase awareness of available external resources to address homelessness, 3) Ensure efficient use of City resources when responding to requests associated with homelessness, and 4) Provide regular training to City staff on engagement techniques and available resources.	
Policy Changes	No associated policy changes required
Measurement	Meetings occur on regular and reliable schedule
Timeline	6 months
Ownership	Public Safety; Public Works; Human Resources Division
Leveraged City Resources	Space at City facilities

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Funding Opportunities	General Fund
County Strategy Alignment	E4, E7
City Policy Alignment	N/A
Action 2b: Adhere to the LA County Sheriff Department cleanup protocol (see Appendix J) when conducting clean ups of large encampments in the City. The protocol allows for time to conduct outreach at the site of an encampment before the cleanup, coordination between all parties involved, and a clear understanding of the appropriate way to engage people experiencing homelessness.	
Policy Changes	Utilize LA County Sheriff Department cleanup protocol more frequently
Measurement	Protocol is followed for cleanups of large encampments
Timeline	6 months
Ownership	Public Safety; Public Works
Leveraged City Resources	Staff time
Funding Opportunities	Funding not required to complete action
County Strategy Alignment	E4, E5
City Policy Alignment	See County Homeless Encampment Protocol in Appendix J.

Goal 3: Educate residents to combat misconceptions about homelessness and how to access available resources	
City staff, service providers, and residents recognized the need to engage community members around the causes of homelessness and the resources available to address homelessness. City staff reported a high volume of calls from residents that they are unable to address due to legal and resource limitations. Service providers recognized the need to have an informed community to comprehensively address the needs of people experiencing homelessness. Increased education addresses the concerns and opportunities brought up by all stakeholders.	
Approachable Action Items	
Action 3a: Invite service providers to have booths or tables at community events to educate residents about 1) Current efforts to address homelessness in the City, including limitations of City departments and law enforcement, 2) Resources available to people experiencing homelessness, and 3) How interested residents can help end homelessness in the City	
Policy Changes	No associated policy changes required
Measurement	Service providers are present at City events
Timeline	6 months
Ownership	Economic Development
Leveraged City Resources	Space at City facilities
Funding Opportunities	Funding not required
County Strategy Alignment	E7

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City Policy Alignment	N/A
Growth Action Items	
Action 3b: Coordinate public messaging about homelessness between and among service providers, City Council, and City staff.	
Policy Changes	No associated policy changes required
Measurement	Service providers, City Council, and City staff utilize fact-based messaging when communicating with the public about homelessness
Timeline	12 months
Ownership	Economic Development; Public Safety
Leveraged City Resources	Staff time
Funding Opportunities	Funding not required
County Strategy Alignment	E7
City Policy Alignment	N/A
Action 3c: Utilize City social media to combat misconceptions about individuals experiencing homelessness and enhance awareness of available resources for people experiencing homelessness.	
Policy Changes	No associated policy changes
Measurement	City social media communication about homelessness is informative and effective
Timeline	12 months
Ownership	Public Safety
Leveraged City Resources	Staff time
Funding Opportunities	Funding not required
County Strategy Alignment	E7
City Policy Alignment	N/A

Goal 4: Mobilize the community to proactively address homelessness
Involving concerned residents from various groups that can uniquely address different aspects of homelessness would be beneficial to the City. Residents and service providers cited the community as an asset needed to successfully address homelessness in the City. Goal 4 aims to ensure this group is utilized to address homeless as much as possible.
Approachable Action Items
Action 4a: Create a Bellflower Homeless Coalition that includes providers, interested residents, law enforcement, faith communities, and business owners that 1) Meets regularly to discuss concerns, challenges, possible solutions, and opportunities for volunteering, 2) Identifies businesses that would be willing to hire people with a history of homelessness, and 3) Coordinates the efforts of faith communities to ensure the provision of short-term resources does not interfere with long-term resources that help to reduce homelessness.

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Policy Changes	Pass a Motion recognizing the Bellflower Homeless Coalition
Measurement	Establish Coalition
Timeline	12 months
Ownership	Public Safety
Leveraged City Resources	Staff time; Space at City facilities; Time during City Council meetings; Social Media promotion
Funding Opportunities	Funding not required
County Strategy Alignment	E7
City Policy Alignment	N/A

Goal 5: Prevent Bellflower residents from becoming homeless	
Prevention programs both prevent and break the cycle of homelessness. The City has recognized the inability of its lowest earning residents to pay the current market rate for rental units (2014-2021 Housing Element, 71). Service providers and City residents also reported Prevention as a needed program. It is a proven strategy in efforts to address homelessness.	
Approachable Action Items	
Action 5a: Educate residents on programs that exist to prevent people from experiencing homelessness.	
Policy Changes	No associated policy changes required
Measurement	More residents are aware of available homeless prevention programs
Timeline	12 months
Ownership	Economic Development
Leveraged City Resources	Staff time; Space at City facilities
Funding Opportunities	Funding not required
County Strategy Alignment	A1, A5
City Policy Alignment	<p>2015-2021 Housing Element: In 2010, 53 percent of households in Bellflower paying mortgage or rent were spending more than 30 percent of their incomes on housing and, therefore, overpaying for housing (50). This cost-burdened portion of the community is at risk of experiencing homelessness.</p> <p>2014-2021 Housing Element: “Very low-income households would not be able to afford rental apartments in the City given the current market trends” (71).</p>
Growth Action Items	
Action 5b: Enhance the spending efficiency of prevention funding	
Policy Changes	Consideration of LMIHAF uses
Measurement	Increase the number of Bellflower residents served
Timeline	24 months
Ownership	Economic Development
Leveraged City Resources	Staff time

Funding Opportunities	Low and Moderate Income Housing Asset Funds (LMIHAF); HOME; CDBG
County Strategy Alignment	A1, A5
City Policy Alignment	<p>2014-2021 Housing Element: “Very low-income households would not be able to afford rental apartments in the City given the current market trends” (71).</p> <p>2015 Consolidated Plan: The plan acknowledges that “lower-income families, especially those earning less than 30 percent of the median income and those that pay more than 50 percent of their income on housing are at imminent risk of becoming homeless” (25).</p> <p>2015 Consolidated Plan: As of 2015, Bellflower has seen a 65 percent increase in median rent since 2000 (54).</p>

Goal 6: Increase stock of bridge, supportive, and affordable housing available in the City	
The proven solution to ending homelessness is housing (see Appendix L for additional details about supportive housing). Service providers and the majority of residents at the Community Listening Session cited their interest in creating bridge, supportive, and affordable housing in the City. Further, Bellflower is not currently meeting the state mandated Regional Housing Needs Allocation (RHNA) goals and is subject to SB 35 streamlining for proposed developments with at least 50 percent of units restricted as affordable housing.	
Approachable Action Items	
Action 6a: Track vacant rental units and encourage Bellflower landlords to rent units to people exiting homelessness through education about various landlord incentive programs.	
Policy Changes	No associated policy changes required
Measurement	List of vacant properties throughout the City is created, maintained, and submitted to housing.lacounty.gov; Landlords are aware of incentive programs
Timeline	24 months
Ownership	Planning; Economic Development
Leveraged City Resources	Staff time
Funding Opportunities	Funding not required
County Strategy Alignment	E7
City Policy Alignment	<p>2014-2021 Housing Element: Goal 1, Program 3 – “Monitor and Preserve Affordable Housing”: The Program Objectives indicated in the Housing Element including maintaining a “list of affordable units throughout the City including affordability information to ensure landlords are compliant with deed restrictions and to preserve affordable units” (18).</p> <p>Adopted Objectives also include collecting “information on units without deed restrictions...and communicate with land owners and/or property</p>

	<p>managers of unrestricted units to encourage the establishment of an affordability covenant” (18).</p> <p>2014-2021 Housing Element: Goal 4, Program 22 – “Section 8 Rental Assistance”: The Program Objective states that the City will “continue to provide assistance to households through continued participation in the Section 8 program and encourage rental property owners to register their units with the Housing Authority” (33).</p> <p>As of 2010, 689 Section 8 vouchers were leased to Bellflower residents (2014-2021 Housing Element, 138). Therefore, the City must continue to identify landlords willing to accept Section 8 vouchers.</p>
Action 6b: Ensure sufficient progress toward Lower Income RHNA by actively pursuing partnerships with nonprofit developers to build on or rehabilitate underutilized lots or buildings.	
Policy Changes	Allow the Economic Development Department to actively pursue partnerships with nonprofit developers
Measurement	Lower Income RHNA allocation reached
Timeline	24 months
Ownership	Economic Development; Planning
Leveraged City Resources	Staff time
Funding Opportunities	CDBG; HOME
County Strategy Alignment	N/A
City Policy Alignment	<p>The City is required to plan for RHNA allocation from the 2008-2014 planning period and the 2014-2021 planning period (2014-2021 Housing Element, 104). For the combined planning period, the total allocation for the City is 1,069 units, including 263 units for very low-income and 164 units for low-income households (2014-2021 Housing Element 104).</p> <p>Between 2006 and 2014, the City approved or developed 220 units (6 units for very low-income, 67 units for moderate-income, and 147 units for above moderate-income households) (2014-2021 Housing Element 105). Therefore, the City is responsible for making sites available to accommodate for 849 units in this planning period.</p> <p>Due to the fact that Bellflower has made insufficient progress toward their Lower Income RHNA (Very Low and Low Income), the City is subject to SB 35 streamlining for proposed developments with at least 50 percent of units restricted as affordable housing (SB 35 Statewide Determination Summary, 6). “SB 35 streamlines multi-family project approvals, at the request of a developer, in a city that fails to issue building permits for its share of the regional housing need by income category” (<i>A 2018 Guide to New Housing Law in California</i>, League of California Cities, 6). See Appendix I for additional details about SB 35.</p> <p>2014-2021 Housing Element: Goal 5, Program 25 – “Ensure Adequate Sites to Accommodate the RHNA”: “To facilitate the development of affordable housing and accommodate the City’s remaining RHNA... the City</p>

	<p>will establish and implement the Bellflower/Alondra Mixed-Use (BAMU) Overlay Zone” (35). The BAMU Overlay Zone will help encourage higher density residential development (35).</p> <p>2015 Consolidated Plan: “The greatest housing needs in Bellflower include affordable housing units for large families, elderly, female head of household with children, and affordable housing to serve special needs persons and the homeless and those that are at risk of homelessness” (53). The identified “greatest housing needs” in the City align with the aim of Action Item 6b and can be addressed through nonprofit partnerships.</p> <p>2014-2021 Housing Element: Goal 1, Program 3 – “Monitor and Preserve Affordable Housing”: Program Objectives include pursuing partnerships with nonprofits to “preserve and expand affordable housing in the City” (18).</p> <p>2014-2021 Housing Element: Goal 2, Policy 2.2: “Facilitate and encourage the development of affordable housing for seniors, large families, persons with disabilities, and other identified special housing needs” (20).</p> <p>2014-2021 Housing Element: Goal 3, Program 14 – “Prioritize Housing Program Activities”: “Based on the needs analysis in this Housing Element, there is a need to provide affordable rental units for large families” (28).</p> <p>2015 Consolidated Plan: The Consolidated Plan provided a Needs Assessment related to housing. Based on the housing needs, the City established priorities, including the following: “Housing Acquisition/Development: Funds will be invested to acquire and develop affordable housing” (16).</p> <p>2015 Consolidated Plan: Through surveys, public meetings, and research, the City identified “Priority Needs” with corresponding priority levels of “High Priority,” “Medium Priority,” and “Low Priority.” (86). The designation of “High Priority” means that “activities to address [the identified] need will be funded by the City during the five-year period” of 2015-2020 (86). The “Development of Affordable Housing” is identified as a “High Priority” need (82).</p>
Growth Action Items	
	Action 6c: Conduct a land use assessment and create a catalog of underutilized lots or buildings to determine where additional affordable units could be built in Bellflower.
Policy Changes	No associated policy changes required
Measurement	Land use assessment indicates where additional affordable units could be built
Timeline	24 months
Ownership	Planning; Consider hiring a Planning Consultant
Leveraged City Resources	Staff time

Funding Opportunities	General Fund
County Strategy Alignment	F1, F6
City Policy Alignment	<p>2014-2021 Housing Element: Goal 2, Program 5 – “Second Units”: With certain parcel requirements, the City allows second unit developments in residential zones (21).</p> <p>2014-2021 Housing Element: Goal 4, Program 23 – “Homeless Assistance”: The Program Objective is to “expand transitional and temporary housing opportunities and support services within the area” (34).</p> <p>2014-2021 Housing Element: Goal 5, Program 25 – “Ensure Adequate Sites to Accommodate the RHNA”: “To encourage the development of residential projects with affordable units, the City will meet with land owners to facilitate redevelopment on vacant sites and severely underutilized sites within the BAMU Overlay Zone (36).</p> <p>2014-2021 Housing Element: Goal 5, Program 26 – “Lot Consolidation”: “To encourage the development of residential and mixed-use projects, the City will establish a lot consolidation program, which offers incentives such as reduction in development standards (i.e. lot size, parking, and open space requirements) to merge adjacent lots” (37).</p> <p>2015 Consolidated Plan: The plan reports that there are zero beds available at any point in time for people in need of emergency shelter, transitional housing, or permanent supportive housing (64). The identified lack of resources could be addressed through Action 6c’s implementation.</p> <p>2015 Consolidated Plan: The City indicated “Decent Housing” and seeking “opportunities to expand affordable housing, retain affordable housing stock, and or increasing the availability of affordable permanent housing” as an objective in the Plan Needs Assessment Overview (1).</p> <p>2017-2018 Annual Action Plan: “The City is built-out and has no available land to build upon. To address this deficiency, the City has prepared a mixed-use development zone in the town center area and the Bellflower Alondra Mixed Use Overlay Zone so that underutilized sites may be considered for housing development” (31).</p>
Action 6d: Identify motels that could be converted into bridge or supportive housing.	
Policy Changes	Amend the municipal code to allow motel conversion to transitional or supportive housing if the motel owner has an executed contract agreement that demonstrates that it will provide onsite supportive services. With the executed contract, eliminate current limit of stay for the motel.
Measurement	Motel(s) converted into bridge or supportive housing
Timeline	36 months
Ownership	Planning; Consider hiring a Planning Consultant
Leveraged City Resources	Staff time

Funding Opportunities	CDBG; HOME
Measure H Alignment	E8
City Policy Alignment	<p>2017-2018 Annual Action Plan: “The City will provide funding to CHDO’s that may develop new construction of transitional housing for women with alcohol and substance abuse problems” (29).</p> <p>2015 Consolidated Plan: The City indicated “Decent Housing” and seeking “opportunities to expand affordable housing, retain affordable housing stock, and or increasing the availability of affordable permanent housing” as an objective in the Plan Needs Assessment Overview (1).</p>
High Impact Action Items	
Action 6e: Update zoning and policies to support 1) More multi-family development in residential zones, 2) By-Right development approval process, 3) Residential development in commercial zones, and 4) Fee waivers to developers of affordable and supportive housing.	
Policy Changes	Update existing Zoning and Development policies
Measurement	Zoning Code updated
Timeline	36 months
Ownership	Planning
Leveraged City Resources	Staff time
Funding Opportunities	General Fund
Measure H Alignment	F3, F5, F7
City Policy Alignment	<p>2014-2021 Housing Element: Goal 2, Program 6 – “Density Bonus”: The City adopted a Density Bonus Ordinance that “offers developers the opportunity to participate in a density bonus program which offers a density increase of 20 percent plus a development incentive for qualified affordable projects” (21). The Program Objectives include using the City website and City Staff assistance as mechanisms to “inform and encourage developers to utilize the density bonus program” (22).</p> <p>2014-2021 Housing Element: Goal 2, Program 7 – “Senior Housing Zoning”: “Within the S-C-H Overlay, affordable senior projects are permitted at densities up to 70 units per acre and additional incentives such as reduced parking standards...height... and increased maximum lot coverage... are permitted” (22).</p> <p>2014-2021 Housing Element: Goal 2, Program 8 – “Alternative Assisted Living Housing Model”: “The City will encourage the provision of more innovative housing types that may be suitable for the community, including community care facilities, supportive housing, and assisted living for seniors and the disabled” (23).</p> <p>2014-2021 Housing Element: Goal 2, Program 9 – “Incentives for Large Multi-Family Units”: “City staff will review the Zoning Ordinance to determine what incentives and/or regulations can be implemented as a means to promote the development of rental housing with three or more</p>

	<p>bedrooms” (23). The adopted Program Objective is “to increase the number of affordable multi-bedroom units to accommodate larger low-income families” (24).</p> <p>2014-2021 Housing Element: Goal 3, Program 11 – “Remove Development Constraints”: “The City will review any standards identified in the Housing Element as a constraint and alter them as necessary to ensure that the development of affordable housing is feasible” (25).</p> <p>“The City will also continue to provide development standard modifications, fast track processing for applications related to the creation of affordable housing, and will offer fee modifications for projects including affordable units that are required to apply for variations to the existing development standards (26).</p> <p>2014-2021 Housing Element: Goal 3, Program 12 – “Planning and Development Fees”: The Program Objective is to “continue to conduct review of planning and development fees to ensure fees are not excessive and are appropriate for cost of service” (26).</p> <p>2014-2021 Housing Element: Goal 3, Program 15 – “Streamline Processing”: The Program Objective is to “continue efforts to streamline and improve the development review process, and eliminate any unnecessary delays and restrictions in the processing of development applications” (28).</p> <p>2014-2021 Housing Element: Goal 5, Program 25 – “Ensure Adequate Sites to Accommodate the RHNA”: “To further encourage development, the City will evaluate the feasibility of providing land owners and developers a menu of incentives including: development fee modifications, fast track processing, density bonus incentives, flexible development standards, and funding for off-site improvements” (36).</p> <p>2014-2021 Housing Element: Goal 5, Program 27 – “Emergency and Transitional/Supportive Housing”: “To accommodate [extremely low-income households and households with special needs] the City has amended the Zoning Code so that the General Commercial (C-G) zone permits emergency shelters by right without a Conditional Use Permit or other discretionary action” (37).</p> <p>2015 Consolidated Plan: “The City will continue to waive certain fees and provide density bonuses for projects that provide lower income and senior housing” (127).</p> <p>2016-2017 Consolidated Annual Performance Evaluation Report: The City will “continue to make efforts to facilitate the development of affordable housing,” including actions such as streamlining the environmental review process for housing developments, pursuing State, Federal, and other funding opportunities to increase the supply of affordable housing, amending the Zoning Code to provide zoning incentives for affordable</p>
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	housing projects, and referring residents to HACoLA and LAHSA for housing and services (29).
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Plan Implementation

Below is the name and contact information for the city employees who will lead the implementation of this Plan in each City.

Paramount			
Adriana Lopez, Public Safety Director	15001 Paramount Blvd Paramount, CA 90723	562.220.2001	alopez@paramountcity.com

Bellflower			
Joel Hockman, Director of Public Safety	16600 Civic Center Drive Bellflower, CA 90706	562.925.0124	jhockman@bellflower.org

Appendix A: Stakeholder Meeting Notes

Paramount Notes

Service Provider Stakeholder Meeting (held jointly with Bellflower)
Clearwater Building, 10-11:30am, March 30, 2018

Challenges

- Limited role of Department of Public Health in SPA 6 currently
- Lacking coordination with Public Safety/Sheriff's Department
- No service provider located in the City
- Misperception of the homeless as criminals
- Real estate market is tight and people are tied to these communities so they don't want to leave
- Lack of shelter, winter shelter pick-ups aren't local
- Veterans are from here; lack of affordable units
- Timeliness of service connection/housing
- Community education is limited
 - Perception of homeless as from other communities
- At discharge from TX (SUD, MH) they are ineligible for homeless services & transitional housing
- Large scale clean ups displace people
- Unrealistic expectation from law enforcement and service providers
- Faith based organizations focus on short term solutions

Solutions

- Make prevention funds available
- Make the homeless count more approachable
- Community education
 - LAHSA community toolkit
 - Share individual stories
 - Public information officer (online, TV Media)
 - Champions on social media page
 - Invite providers to attend community gatherings
- City council/staff/community member outreach experience
 - Public meetings/town halls for public info sharing
 - Engage faith based organizations around long term solutions -> shift focus from short term to long term
- Engage community colleges
- Increased communication between public safety, law enforcement, providers
- Money for prevention
- Eviction defense and work with building managers

Approachable Goals

- Social media education

The Plan to Prevent and Combat Homelessness

- Increased educational social media, community meetings
- Regional alignment with City plans
- Educate landlords about incentives

Growth Goals

- Use housing successor agency funds for prevention
- Council member education (mandatory, yearly)
- CDBG for low-income households to prevent homelessness
- Encourage local businesses to hire homeless individuals

Reach Goals

- Development of transitional/supportive housing
- Rent control
- More involvement with the homeless count & use for education

City Staff Stakeholder Meeting

Paramount Sherriff Substation, 10-11:30am, April 11, 2018

Intersections

- Community Development
 - Calls from business owners complaining
- Public Works
 - Calls from residents about encampments
 - Clean ups after people move away
- Parks and Recreation
 - People experiencing homelessness hang out in parks
 - Calls about people hanging out on bus benches
 - School district referrals
 - (People think the Parks Department has resources to address homelessness)
- Public Safety
 - Respond to City department calls
 - Finding people who have left their belongings on City property
 - Posting clean ups
 - Coordinate with other non-City agencies
 - Engaging the Sheriff's Department
 - Refer people to KCB

Challenges

- Residents misunderstanding/lack of education around homelessness causes, services, and enforcement
- Lack of services, immediate need
 - DMH
 - KCB is only resource
- High volume of calls demands a lot of City resources in order to respond

The Plan to Prevent and Combat Homelessness

- Threat of lawsuits, navigating laws
- Difficult to balance compassion and enforcement
- Current zoning doesn't allow for shelters, supportive housing
- People think the Senior center has homeless services
- Threats of violence against parks staff
- Home conversions are breaking code
- Lack of affordable housing
- Density limits are low

Solutions

- Staff Education/Training
 - What resources are available
 - What is enforceable
 - Basic engagement
- Community Education at City events, Senior center, and social media
 - Tables/booths for service providers
- Motel Vouchers tied to case management/housing plan
- Landlord Engagement
- Updating zoning to allow for siting of shelter/higher density/affordable housing
- More outreach staff dedicated to City
 - Co-location at parks/Sheriff substation
- Coordinated messaging across City departments
 - Interdepartmental Task Force
- More Success Stories/Face of Homelessness that can be shared with residents
- Incentivize shared housing
- Better communication between City/County departments
- Storage units/lockers
- Coordinated trash pickup at encampments

Community Input Session

Paramount Community Center, 7-8:30pm, May 2, 2018

1. What questions do you have about homelessness?
 - a. Who transports the belongings of people experiencing homelessness and where do they store the items for 90 days?
 - b. Any particular reason why the deputies who treat the homeless are female?
 - c. Why is an encampment five or more people? What happens when it's just 1 person?
 - d. Are there parking lots in Paramount that welcome people that live in their cars?
 - e. Since this process is grant funded:
 - i. When will the grant money run out?
 - ii. There's a surplus now, however, who will continue to subsidize funds when grant monies run out?
 - f. Driving here I passed by at least two lots on Colorado Ave that could be re-appropriated to shelter the homeless. Is there any way we could get that done, given the bureaucracy?
 - g. Who pays for clean ups?

The Plan to Prevent and Combat Homelessness

- h. How much is the grant in total?
 - i. Seems like we are going to work with already established services. Is there anything the City can do to build shelter?
 - j. What has Paramount done so far to help the homeless?
 - k. What percent of the homeless accept the help and are rehabilitated from it?
 - l. Is PATH also using "Keep Your Home California" for housing assistance?
 - m. How do you deal with people who don't want to leave the area?
2. What are the three biggest obstacles to ending homelessness in the City? (small group discussion; answers compiled; + indicates the number of groups that identified the obstacle)
- a. Safe parking and getting neighborhoods to "buy in" +
 - b. Available shelters are far away and have a lot of restrictions ++
 - c. Lack of information about available services +++
 - d. Mental Health Concerns +
 - e. Lack of affordable housing ++++
 - f. Lack of collaborative community effort
 - g. People don't always accept help +
 - h. Limited resources, mobilize volunteers +
 - i. NIMBYism
 - j. Need more local service providers
 - k. Need for employment opportunities
 - l. Overcrowding in homes
 - m. Selling of publically owned land that could be used to site shelters or affordable/supportive housing to private companies
 - n. Lack of compassionate design
 - o. Lack of community education
3. What solutions do you think could address these obstacles?
- a. Get the churches and civic clubs to buy in to solutions
 - b. Use prevention for individuals and families. Involved LADPH and Center for Health Equity. Look at Century Villas of Cabrillo as a model.
 - c. Identify the different groups that exist for homelessness and break them into groups that specialize and could help.
 - d. The working class doesn't qualify for apartments because of high requirements like making 2.5 or 3 times the rent, good credit, working for at least a year, etc. This is an issue that is not only part of the City of Paramount.
 - e. **Vacant land and buildings located at Long Beach Harbor-Port that are government owned and not being used.**
 - f. Address the lack of resources as a community and advocate through the City website by holding events or reaching out to Paramount High School for volunteers to steward a problem that is represented by the City of Paramount.
 - g. **Development of comprehensive programs that provide shelter, mental health care, job placement, education, and long term resources that are needed.**
 - h. Provide well designed public bathrooms, showers and laundromats (see Portland Loo)
 - i. **Build affordable housing on publically owned lands, don't sell it**
 - j. **Build shelter in Paramount**

- k. Develop a community land trust**
- l. Work together with the upcoming metro rail to build near transit lines**
- m. Include restaurants and markets with the distribution of food
- n. Get the community educated and involved
- o. We have empty land that can be developed. Also, trucks are not housing, let's clean out the trailers and get them on real lots.**
- p. Use the Paramount Swap Meet or other privately owned properties to create safe parking. Use other lots and empty spaces to build shelter.**
- q. Get information in public areas, parks, libraries, churches, schools
- r. To address NIMBYism we have to de-stigmatize homelessness. Connect transit oriented development with supportive housing that is actually affordable and not "market-rate" housing. Prevent gentrification and increasing housing costs.
- s. Disperse info cards at all City facilities.

Bellflower Notes

City Staff Stakeholder Meeting

Bellflower City Hall Greenroom, March 22, 2017 10-11:30am

1. How does your job interest with Homelessness
 - a. Parks and Recreation
 - i. Unsure how to interact
 - ii. Parks are unsupervised after dark
 - iii. Encampments in parks
 - iv. Public restrooms in parks have to be cleaned more frequently
 - v. The unpredictable reaction of people experiencing homelessness
 - b. Public Works
 - i. Responding to constituent requests requires immediate action
 - ii. Difficult relationship with CalTrans in cleaning up under freeways
 - c. Code Enforcement
 - i. Vacant Buildings
 - d. Public Safety
 - i. Criminal Activity
 - e. City Manager
 - i. Receives calls from people on the verge of homelessness
 - f. Planning
 - i. Complaints about transitional housing that is under the limits of requiring certification (means they can't do anything about the complaints)
2. Opportunities
 - a. More involvement in Homeless Count
 - b. Service Provider ride alongs to identify encampments
 - c. More ability to enforce laws
 - d. More immediate response
 - e. Better collaboration between Sheriff and City Departments
 - f. Advocating for laws to be changed
 - g. Effectively triaging people to appropriate resources
 - h. Linkage to Employment

The Plan to Prevent and Combat Homelessness

- i. Adopt area currently controlled by CalTrans to have ability to do clean ups and enforcement in that area
- j. Secure funding & resources specifically to address overtime for City staff that is spent on addressing issues related to homelessness
 - i. Measure H Funds?
 - ii. Ocean Blue bills for cleanup of items/encampments that require special cleanup
- k. Interdepartmental/Agency Team**
 - i. City departments: public works, code enforcement, parks & rec**
 - ii. Providers: mental health, substance use counselors, homeless services**
 - iii. County Sheriff (access Measure H funds for an additional officer who only addresses issues related to homelessness)**
- l. Have service providers co-located at parks
- m. By Name List of people in the City experiencing homelessness, so we can truly measure impact
 - i. Better data in general
- n. Training for the Sheriff Deputies in Bellflower on how to better address homelessness

Service Provider Stakeholder Meeting (held jointly with Paramount) Clearwater Building, 10-11:30am, March 30, 2018

1. Challenges
 - More limited coordination with public safety
 - PATH really engaged in SPA 7
 - Expedited clean up press (2-3 hrs.)
 - Misperception of homeless as criminals
 - Real estate market is tight and people are tied to these communities so they don't want to leave
 - Lack of shelter, winter shelter pickups aren't local
 - Veterans are from here; lack of affordable units
 - Timeliness of service connection/housing
 - Community education is limited
 - Perception of homeless as from other communities
 - At discharge from TX (SUD, MH) they are ineligible for homeless services and transitional housing
 - Large scale clean ups displace people
 - Unrealistic expectation from law enforcement and service providers
 - Faith community focus on short term solutions
2. Solutions
 - Caring Connection- BUSD
 - Service provider booth to educate community at Street Fest
 - Volunteer program
 - Homeless neighbor volunteering
 - Motel voucher (temporary housing)
 - Landlord buy in, incentives

The Plan to Prevent and Combat Homelessness

- Communicate the need so community members can find a role
- Make the homeless count more approachable
- Community education
 - LAHSA community toolkit
 - Share individuals stories
 - Public info officer (online, TV Media)
 - Champions on social media pages
 - Service provider resource fair at community gatherings
- City council/staff/community member outreach experience
 - Information sharing at public meetings
 - Engage faith communities - how to help/ long term solutions and shift focus from short term to long term
- Engage community colleges
 - Increased communication between public safety, law enforcement, and providers
- Money for prevention
- Eviction defense and work with building managers

3. Goals

- Approachable Goals
 - Social media education
 - City backed multi-agency training and booths at City events
 - Regional alignment of City plans
 - Increased outreach (services at or before clean up)
 - Coordinated outreach
- Growth Goals
 - Train councilmembers annually
 - Funding for prevention
 - Goals around service providers at clean ups
 - Mobilize volunteers with specialized skills
 - Educate faith community thinking from short to long term goals
- Reach Goals
 - Concentrated case management to keep people housed
 - Education of motel owners and landlords to rent to homeless individuals
 - Rent control policies
 - Zoning changes to allow supportive housing on church properties

Community Listening Session

Kiwanis Hall, 9302 Laurel St, Bellflower CA, 7-8:30pm, May 3, 2018

1. What Questions do you have about homelessness in Bellflower?
 - a. In addition to financial reasons, are there are causes of homelessness, such as medical/mental health reasons? What percent financial? What percent medical/mental health?
 - b. How can a homeless person whose belongings are being stored find out where they are?
 - c. What are some things City leaders have already discussed for the City's plan?

The Plan to Prevent and Combat Homelessness

2. What are the three biggest obstacles to ending homelessness in your city? (Small group discussion; responses combined)
 - a. Understanding the complex causes of homelessness
 - b. Helping people who don't want help
 - c. Lack of resources
 - d. Lack of affordable housing
 - e. Access to higher paying jobs
 - f. Need more mental health services
 - g. Public misunderstanding of homelessness
 - h. Lack of collaboration between cities
 - i. Substance Use/Dependence
 - j. Prioritizing open space for supportive housing
 - k. Lack of Compassion
 - l. Public Collaboration and input
 - m. Resources aren't available in Spanish
3. What solutions do you think address these obstacles? (taken from public comments and comment cards)
 - a. Come up with single County wide plan to address homelessness that all cities are required to participate in
 - b. Use social media groups, or things like "next door" to encourage attendance at meetings and have quarterly or monthly meetings to let residents know what challenges exist and how they can get involved
 - c. The City should have an office/department where people experiencing homelessness could go to get consultation and help
 - d. Each city should have an emergency shelter
 - e. Increase employment
 - f. Help for families and single parents
 - g. Utilize unused properties to build permanent supportive housing with supplemental services on site (MHSA units)
 - h. The City should consult with local service providers about issues of homelessness and proposed solutions
 - i. Direct Measure H funding into rehabilitation of buildings for housing, not more staff
 - j. Easier application process for public housing.
 - k. The state should invest in building mental health hospitals to care for individuals that have mental health disorders
 - l. Continue open forums in the various locations sharing reasons and helping the every day man know/clarify that "all homeless" is not because they want to be
 - m. Work with community organizations to be more proactive
 - n. Find more easily available transition beds locally
 - o. Create a pop-up medical facility
 - p. Think outside the box when utilizing public land
 - q. Invest in materials and items needed to translate and create community outreach for speakers of other languages
 - r. Identify locations within the City for shelter and funding to run the shelter
 - s. Utilize empty buildings to create affordable/supportive housing instead of building new buildings.

Appendix B: List of Participating Organizations

A special thank you to all the City departments and community based organizations, listed below, that contributed to the development of this plan.

Representatives from the following City Departments

- Bellflower City Manager's Office
- Bellflower Code Enforcement
- Bellflower Economic Development
- Bellflower Parks and Recreation
- Bellflower Planning
- Bellflower Public Safety
- Bellflower Public Works
- Paramount Community Development
- Paramount Community Services & Recreation
- Paramount Public Safety
- Paramount Public Works

Community Partners

- Care More
- Kaiser Permanente
- Kingdom Causes Bellflower
- LA County Department of Public Health
- LA County Sherriff's Department
- Little House
- Los Angeles Homeless Services Authority (LAHSA)
- Partners in Health (PIH)
- The Office of Supervisor Janice Hahn
- Veteran's Affairs
- Whittier First Day

Appendix C: Citizen's Guide to Engaging People Experiencing Homelessness

Please see the Citizens' Guide to Engaging People Experiencing Homelessness provided by PATH on the following two pages. Please note that the Citizens' Guide to Engaging People Experiencing Homelessness will be updated in Summer 2018 to reflect new County policies and the implementation of a Countywide hotline system: LA-HOP (Homeless Outreach Portal).

DRAFT

Citizen's Guide to Engaging People Experiencing Homelessness



PATH supports thousands of individuals, Veterans, and families move off the streets and into permanent homes every year. You can support our neighbors experiencing homelessness by understanding how to best respond when someone asks for help. These are just a few best practices, as shared by PATH staff.

The Basics

Saying hello, smiling, or nodding is always appropriate!

Agencies like PATH collaborate with other homeless service providers. Outreach Teams are contracted by local Councils of Governments (COGs), Supervisorial Districts, and local city governments to engage people still living on the streets. People that you see every day may already be on the road to building relationships with these local providers. This is called the Coordinated Entry System (CES), and you are a big part of this system as well!

WHAT DO YOU SAY TO SOMEONE WHO IS HOMELESS?

HELLO.

Offering Assistance

Remember that no matter the circumstances, anyone can Make it Home when they're supported with the right services. Unfortunately, for a variety of reasons, some people are distrustful of the system.

PATH's philosophy is to do whatever it takes to rebuild that trust and help people Make it Home!

People often ask for money. If you would like to support them with a resource other than money, acknowledge them, and say that you don't have any cash to donate, but would like to assist them with some food or clothing. If they decline, you can always offer them PATH's outreach hotline number listed below.

If a person seems receptive and you feel comfortable and safe, please share PATH's hotline:



(562) 373-5264

This number can be called for PATH services in any of the following areas: Artesia, Avalon, Bell, Bell Gardens, Bellflower, Cerritos, Commerce, Compton, Cudahy, Downey, Hawaiian Gardens, Huntington Park, Industry, La Mirada, Lakewood, Long Beach, Lynwood, Maywood, Montebello, Norwalk, Paramount, Pico Rivera, Santa Fe Springs, Signal Hill, South Gate, Vernon, Whittier, and Unincorporated Areas.

If there is a medical emergency, please call 9-1-1.

For resources like food, emergency shelter, clothing, translators, and shower services, please call 2-1-1. They will text or email information regarding services in the area.

Contacting Outreach Teams

If an individual is not receptive at all, politely end the conversation and report the encounter to your local Outreach Team. Leave a voicemail detailing descriptive information about the prospective client, and where they regularly ask for support.

"My name is Joe, and I'm calling to ask that a Street Outreach team member be dispatched to 'X' corner at 'Y' times during the week. Thank you!"

Even if you do not interact with someone, please leave the same detailed voicemail. Outreach teams should be dispatched within 24-72 hours (Monday through Friday, 7:00 am to 3:30 pm).

Educating Minors

Conversations about homelessness with children can be difficult. Many of our supporters are already setting an example of compassion and understanding for younger generations of Los Angelinos.

Those experiencing homelessness are people just like you and me. Our YouTube channel can be a great resource to educate minors on homelessness, and to hear the stories of those we serve. Visit www.youtube.com/pathpartners.

Contact your local homeless service providers, like PATH, to ask about volunteer opportunities for minors. Young supporters will then have the opportunity to see first hand the types of solutions in ending homelessness.

Should minors ask you about homelessness, acknowledge their compassion for even asking, and ask whether they're open to exploring the issue further.

"You're amazing for asking! It shows how much you care for our homeless neighbors! Do you want to check out PATH's website to learn more? Do you want to volunteer to help out one day?"



Quick Tips

Again, thank you for supporting our neighbors experiencing homelessness! Here are a few quick tips to help you navigate ways to support:

- If there is a medical emergency, please call 9-1-1.
- For resources like food, emergency shelter, clothing, translators, and shower services, please call 2-1-1. They will text or email information regarding services in the immediate area.
- If you don't feel comfortable or safe, please do not engage with a person experiencing homelessness. You can still contact your local Outreach Team to report a prospective client. Be sure to include as much detail as possible (ex. *"I see a homeless senior on X corner at Y time every day of the week. Please send your Outreach Team to support."*)
- Empower minors to listen to client stories, and join local volunteer opportunities!

Appendix D: Gateway Cities Council of Governments Homeless Action Plan 2018 Regional Goals

Please see the 2018 Regional Goals of the GCCOG Homeless Action Plan on the following three pages.

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1. Goal: Increase coordination between homeless service providers and cities.**Approachable Action Items:**

- Conduct consistent (quarterly/annually/by department) staff training hosted by a local service providers to train staff and elected officials throughout Gateway Cities
- Education on homelessness, regional resources available, and engagement techniques

Growth Action Items

- Hold annual workshops of elected officials and city managers to brainstorm regional solutions to homelessness
- Each city will designate at least one staff person who is the primary contact for issues related to homelessness in the city.

High Impact Action Item:

- Increase availability of homeless services in the region through additional investments from cities

Reasoning: Measure H has dramatically expanded services in the region, but cities need guidance on how to access the resources and refer individuals and families. Creating a “no wrong door” for service access is critical for service providers and cities to be able to effectively address homelessness. Cities have also expressed a need for more coordination in the way trainings for their staff are made available, not just having them at the city level, but at the regional level. Regional trainings would also ensure that the efforts to address homelessness are more coordinated across the region, not just by service providers, but by city staff as well.

GCCOG Homeless Action Plan, 2011: The original plan included a goal of enhancing government-wide collaboration. Training city staff builds on the collaboration of elected officials and city managers and ensures staff at all levels of government are approaching homelessness using the same strategy.

2. Goal: Engage residents and special groups**Approachable Action Items:**

- Conduct service provider and city co-hosted community meetings to engage residents around the issues
- Use social media and city messaging platforms to educate residents around the causes of and efforts to address homelessness.
- Hold regular gatherings of groups that are working to end homelessness (faith communities, school districts, health care providers, etc)
- Coordinate faith communities in each city to better address the needs of people experiencing homelessness in each city.

Growth Action Items:

- Voice public support for the United Way Greater Los Angeles Everyone In Campaign, aimed at siting additional units of supportive housing throughout Los Angeles County.

Reasoning: Service providers and government agencies can't end homelessness on their own, it requires everyone doing their part. Engaging and educating residents is a necessary step in addressing their concerns and misconceptions to the point where they become allies in addressing homelessness in their cities. It's also important to ensure that the special groups, like faith communities, that are already addressing homelessness be encouraged to continue their work and link their efforts to long term solutions. This will also help to divert calls for service from Law Enforcement to service providers.

GCCOG Homeless Action Plan, 2011: One of the plan's original goals was to engage various sectors of the community to foster support for the strategy and efforts. These action items build on the mindset and effort taken in the last seven years to create community support for solutions to homelessness in the region.

3. Goal: Increase stock of interim, affordable, and supportive housing

Approachable Action Items:

- Engage property owners around the importance of renting to people moving out of homelessness. Inform them of the various subsidies, incentives, and risk mitigation programs available.

Growth Action Items:

- Conduct a land use assessment to determine where additional affordable and supportive units could be built in the region.
- Expand interim housing capacity regionally by 10% of current stock. Currently there are 1829 interim housing beds, so the goal is to add 183 additional shelter beds.

High Impact Action Items:

- Identify and engage the owner/manager of at least one site per Local Coordinated Area (LCA) that is appropriate for supportive housing development.

Reasoning: Housing is recognized as the only way to end the revolving door of homelessness. The problem is compounded by the housing affordability crisis that the State of California and the County of Los Angeles are facing. Increasing the stock of affordable and supportive housing requires a multi-faceted approach because of the diverse group of people experiencing homelessness, thus reflecting the diversity of action items listed above. Some people need ongoing support because of the challenges they face in their life. Others, however, only need short term support to get



Gateway Cities Council of Governments Regional Goals to Prevent and Combat Homelessness



back on their feet after experiencing a financial set back in life that kept them from paying their rent. It's important to note that cities do not need front the bill for these developments. Measure H includes funding for the refurbishing of existing buildings.

GCCOG Homeless Action Plan, 2011: Goal 3 of the implementation goal is to increase the stock of supportive housing, aimed at meeting the needs of the people experiencing homelessness in the region. This goal gets at some of the challenges that have arisen in the last seven years, specifically the increasing unaffordability of housing in the region alongside the stagnant wages.

Appendix E: County Homeless Initiative Alignment

The following table provides a summary of the alignment of actions identified in this plan with strategies of the County Homeless Initiative

County Homeless Initiative Strategy	Action in Paramount's Goals	Action in Bellflower's Goals	Description	Measure H Funded
A1	5a,b	5a,b	Homelessness Prevention	Yes
A5	5a,b	5a,b	Homelessness Prevention	Yes
E4	2a	2a, 2b	First Responders Training	No
E5	-	2b	Decriminalization	No
E6	1g	1c	Outreach	Yes
E7	1a,b,c,d,e. 2b. 3a,b, 4a, 6a	1b, 2a, 3a,b,c, 4a, 6a	Enhancing the CES	Yes
E8	1f,g	6d	Emergency Shelter	Yes
F1	6b	6b	Affordable/Homeless Housing	No
F3	6c	6e	Affordable/Homeless Housing	No
F5	6c	6e	Affordable/Homeless Housing	No
F6	6b	6b	Homeless Housing	No
F7	6c	6e	Homeless Housing	Yes

Appendix F: Description of County Homeless Initiative Strategies

The following are descriptions of County Homeless Initiative strategies that align with strategies in Paramount's Plan. The descriptions are taken directly from the County Homeless Initiative Action Plan (<http://homeless.lacounty.gov/the-action-plan/>).

Strategy A1: Homeless Prevention Program for Families

Los Angeles County has an opportunity to build on current programs and services to develop an integrated, comprehensive system to assist families on the verge of homelessness.

DPSS provides homeless prevention assistance to certain CalWORKs families in the form of eviction prevention, temporary rental subsidies and other financial services, but provides limited case management services and no legal services. First 5 LA funds home visitation programs which could play a role in identifying families who are at risk of homelessness. The County and City of Los Angeles fund the HRSS to expedite the delivery of housing and other supportive services to families experiencing homelessness, but has provided very limited homeless prevention services. The Board recently allocated \$2 million to HFSS for prevention purposes that could be useful to learn from and build upon.

LAHSA should develop, in collaboration with County agencies and family system partners, a comprehensive strategy to effectively identify, assess, and prevent families from becoming homeless, and to divert families in a housing crisis from homelessness. The strategy should consist of a multi-faceted approach to maximize and leverage existing funding and resources, evaluate and potentially modify policies that govern existing prevention resources to allow greater flexibility, prioritize resources for the most vulnerable populations, and create an outreach and engagement strategy to identify access points for families at risk of homelessness. The major areas critical to developing a homeless prevention system in Los Angeles County involve identifying additional and targeting current resources from multiple systems to focus on homeless prevention.

Strategy A5: Homeless Prevention Program for Individuals

This Strategy will provide screening and a targeted intervention to single adults and youth who are currently at risk of becoming homeless and have been screened and identified as having high risk factors. The goal of Homeless Prevention is to provide a short-term targeted intervention to address people's housing crisis before they become homeless.

According to the January 2016 Los Angeles Homeless Services Authority (LAHSA) Housing Gaps Analysis, there were approximately 2,500 households that could benefit from prevention services each year; however, in looking at recent data of people newly experiencing homelessness this number appears to be increasing. Additionally, the data used for the Gaps Analysis did not identify all households that become homeless.

If programs are able to provide targeted intervention services and resources, this Strategy can reduce long-term biological, psychological, social, and economic impacts often caused by the experience of becoming homeless. An objective during the initial implementation of the A5 Strategy will be to improve intervention screening and targeting.

Strategy E4: First Responders Training

The proposed training program would educate law enforcement, fire departments, and paramedics, i.e., first responders, about the complex and diverse needs of the unsheltered homeless population and how to connect homeless individuals to appropriate services, so as to better prepare first responders when interacting with people experiencing unsheltered homelessness. The proposed training would emphasize awareness of, and strategies for dealing with, situations that arise among unsheltered homeless individuals due to an array of issues, such as, mental illness; alcohol and/or substance abuse/addiction (training in overdose Narcan protection/prevention is one component for addressing substance abuse); co-occurring substance abuse and mental illness; and/or physical health ailments. LASD and other police agencies interested in participating in the training will develop the training and protocol based on local and national best practices.

The proposed Countywide encampment/unsheltered homeless protocol would ensure that LA County, and police forces across the County, are responding to the crises of encampments and unsheltered homelessness in a manner that both improves efficiencies across jurisdictional boundaries and achieves more effective outcomes and collaboration among police agencies and homeless service providers.

At a minimum, the protocol must:

- provide first responders with real time information on service providers in the immediate area where they are engaging people on the streets and encampments with the desirable end result being a warm transfer to a homeless service provider who can continue the engagement process, build rapport, and assist the homeless individual to move into housing.
- address the needs of victims of domestic violence (DV) so that first responders are prepared when they engage couples/DV victims on the street and in encampments.
- address the role of Adult Protective Services (APS) in addressing the needs of endangered seniors and dependent adults.
- address best practices for serving the LGBT population.
- incorporate the concepts of Trauma-Informed Care, as applicable to first responders.

Strategy E5: Decriminalization Policy

The criminalization of homelessness has long been seen in some communities as a strategy to address some of the more visible aspects of homelessness; however, over the past few years, there has been an increased understanding that criminalization harms individuals and communities and in fact can make it more difficult to address homelessness. With new efforts by the Federal Government to encourage communities to roll back these measures, there is an increased need for the County to build on current Sheriff's Department policy and practice and take a leading role in promoting the decriminalization of homelessness throughout Los Angeles County. The decriminalization policy should:

1. Include a protocol that complements the County's Homeless Encampment Protocol (the Encampment Protocol also includes best practices that can be applied to street homelessness), to ensure that the County does not disproportionately enforce existing County ordinances against homeless families and individuals;

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2. Include a process to ensure greater collaboration between judicial agencies and local alternative courts, e.g., County Homeless Court, DMH's Co-Occurring disorders Court, etc., to enable homeless individuals to address citation fines before they become a warrant and already-incurred warrants and fines, which are often a barrier to services and housing; and,
3. Support statewide efforts to stop criminalizing homelessness

Strategy E6: Countywide Outreach System

There would be at least one team in each Service Planning Area (SPA) of the County and each team should include the following staff: case manager(s), health outreach worker, mental health outreach worker, substance abuse provider, and LA Homeless Services Authority Emergency Response Team personnel. As needed, the teams would include outreach personnel from agencies that specialize in engaging TAY, Veterans, victims of domestic violence (DV) and Families. The strategy requires a telephone hotline to connect to the street-based team(s) in each SPA with staff trained and well-versed in the services and housing opportunities in their respective SPA/region of the County. For this strategy to be successful, it is imperative that all street teams operate with the same understanding of what it means to conduct outreach and what it means to engage homeless on the streets or in encampments. Department of Health Services' County+City+Community (C3) project, including a connection to Intensive Case Management Services (ICMS), is an appropriate model to emulate. Additionally, the outreach teams need to be aware of DV protocols and have a relationship with DV service providers. The definitions are as follows:

Outreach

Outreach is the critical first step toward locating and identifying a homeless person who is not otherwise contacting a government agency or service provider who can connect him/her to available services and housing resources. Outreach is a means of educating the community about available services, in this case for homeless individuals and families. Outreach is also a process for building a personal connection that may play a role in helping a person improve his or her housing, health status, or social support network.

Engagement

Engagement, when conducted properly, is a process that establishes a trusting relationship that can lead to a homeless person's participation in services and housing. The process begins after the initial street outreach contact or, for example, when a homeless person presents at an agency such as DPSS, a CES provider agency, or an HFSS Family Support Center. The engagement process can take weeks to months. There is no standard timeline for successful engagement and an outreach worker/team should never be discouraged by initial rejections of their offers to assist a homeless individual. If an agency's policies and resources do not allow for this time and consistent/persistent effort, the worker will more often than not fail at building the necessary relationship and the homeless person will likely not trust the next outreach worker/team who tries to engage them and offer housing and services.

Strategy E7: Strengthen the Coordinated Entry System

The move toward CES culminated with the implementation of the Federal "Opening Doors" Strategic Plan to prevent and end homelessness, the HEARTH Act, and the requirement that

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Continuums of Care (CoC) create a coordinated or centralized assessment and housing placement system. This system must be used to prioritize access to housing and services based on service need in order for a CoC to be eligible for federal homeless assistance funding. Coordinated entry is the process through which people experiencing homelessness or at-risk of homelessness can easily access crisis services through multiple, coordinated entry points, have their needs assessed and prioritized consistently, and, based upon those needs, be connected with appropriate housing interventions and supportive services. For special sub-populations, such as victims fleeing domestic violence or human trafficking, or those who are HIV-positive, CES must ensure that data-tracking and matching protocols do not conflict with confidentiality provisions to maintain individual safety and overall well-being. The County and City of Los Angeles have come a long way in coordinating the delivery of homeless services and housing. Over the last several years, there has been greater service integration and cooperation among County departments, city agencies and community organizations. For example, in early 2013 CES for single adults rolled out in Skid Row and is now operational in all SPAs and coordinates housing and supportive services not only with the County and City of Los Angeles, but with networks of over 100 local housing providers as well. CES could be strengthened through more standardization and an enhanced administrative/ technology infrastructure for the coordinated entry systems for single adults and families, as well as the youth system which is currently in pilot. In fiscal year 2014-15, 9,720 individuals were assessed for homeless services and roughly 1,738 were housed.

The plan to strengthen CES and HFSS should include, but should not be limited to, the following three elements:

1. Strengthen the network of housing locators in each service planning area (SPA) to enhance communication, capitalize on best practices and housing/real-estate expertise in securing units, increase efficiency, and minimize duplication of landlord contacts.
2. Develop and implement a common core curriculum training for outreach workers, case managers and other staff participating in CES, inclusive of the various applicable protocols and processes, as well as how others, such as local law enforcement, should be directed to access CES.
3. Implement the following database improvements to the CES module within the Homeless Management Information System (HMIS): A) Assess the CES/HMIS platform to enhance functionality for local users, including the development of a system design workflow; B) Review and evaluate new user training for CES/HMIS, including the time to receive HMIS log-ins and identify process improvements to remedy deficiencies; and C) Identify data software that can support a CES/HMIS report feature by service planning area (SPA) and site specific reports, as well as a proposed budget for implementing this reporting feature.

Strategy E8: Enhance the Emergency Shelter System

The emergency shelter system should be enhanced to be an effective point-of-access to and component of an integrated homeless services system. An adequate crisis housing system ensures that individuals, families, and youth have a safe place to stay in the short-term, with access to resources and services that will help them exit homelessness quickly – optimally within 30 days

The emergency shelter system should be enhanced as follows:

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1. Keep shelters open 24-hours a day/7 days a week. This would enable the shelter system to serve as a staging ground to triage/assess clients for housing, health, mental health, substance use disorder, and social service needs, particularly for outreach and engagement teams.
2. Transform emergency shelters and transitional housing into interim/bridge housing from which homeless families/individuals/youth could transition to the best suited form of permanent housing, such as rapid re-housing or permanent supportive housing. Housing location search assistance should be provided at each shelter by community-based housing locators, since such assistance is key to ensuring that the shelter system operates as effectively as possible with enough “throughputs” to move people out of the shelter system, thereby creating shelter capacity for additional homeless families/individuals/youth, including individuals and families fleeing domestic violence.
3. Establish “low threshold” common criteria for shelter eligibility across the county so that homeless families/individuals/youth can easily enter and remain in shelter without restrictive requirements that either preempt entry into the shelter system or force people to leave before they can transition to permanent housing.
4. Fully utilize the shelter bed assignment system in LAHSA’s Homeless Management Information System so that any provider seeking a shelter bed could readily identify any available beds.
5. When possible, ensure that there is storage for belongings.
6. There needs to be confidentiality for those fleeing domestic violence and others who require it.
7. If shelters cannot accommodate pets for homeless individuals and families seeking shelter, have Animal Care and Control make alternative arrangements for pets. There should also be a “diversion” component that helps at-risk households avoid entering shelter if alternatives can be identified and implemented, e.g. remaining in their current housing and/or placement into stable housing elsewhere, which might include living with family/and or friends.

Strategy F1: Promote Regional SB 2 Compliance and Implementation

SB 2 (Cedillo) is enacted state legislation that requires each city and County (for the unincorporated areas) to:

1. identify at least one zone where emergency shelters are permitted as a matter of right; and
2. treat transitional and supportive housing as a residential use of property, subject only to restrictions that apply to other residential dwellings of the same type in the same zone.

SB 2 was crafted with the objective not only of ensuring that emergency shelters, transitional housing, and supportive housing are permitted in each jurisdiction, but also to ensure a realistic potential for development, when there is a willing, private developer with adequate funding.

While the County is in full compliance with SB 2 in the unincorporated areas, a number of cities in the County are not in compliance with SB 2.

Strategy F3: Support Inclusionary Zoning for Affordable Housing Rental Units

Inclusionary housing, also known as inclusionary zoning or mixed-income housing, is a policy tool that requires or encourages private housing developers to include a certain percentage of income-restricted units within new market rate residential developments. The Costa-Hawkins Act, enacted in 1995, provides owners in rent control communities the right to establish initial rental rates when

there is a change in occupancy of a dwelling unit and exempts housing constructed after 1995 from local rent controls. California courts have interpreted the Costa-Hawkins Act to mean that inclusionary zoning is prohibited for all newly constructed rental units. Specifically, in *Palmer/Sixth Street Properties v. City of Los Angeles* (175 Cal. App. 4th. 1396 (2009), the Court of Appeals (Second District)) held that the Costa-Hawkins Act preempted local inclusionary housing ordinances for new rental units.

Los Angeles County (LAC) could support amending or clarifying the interpretation of the Costa-Hawkins Rental Housing Act (Costa-Hawkins Act) to allow an inclusionary housing requirement for new rental housing. Such authority would apply to the County for the unincorporated areas and to each of the 88 cities in the County within its own boundaries. Support for such a proposal would be consistent with the County's State Legislative Agenda, section 5.1 Housing and Community Development, which reads: "Support proposals that provide incentives to local governments and/or developers to increase and protect affordable housing and flexibility for counties to promote a diversity of affordable housing types through local policies."

Strategy F5: Incentive Zoning/Value Capture Strategies

Incentive Zoning (IZ)/Value Capture (VC) is the concept that investments such as new transportation infrastructure and planning actions such as a zone change or density bonus can increase land values, generating increased profit opportunities for private landowners. Value capture strategies seek to redirect some of the increases in land values for public good. Value capture strategies include:

1. Public Benefits Zoning;
2. Incentive Zoning/Density Bonus;
3. Housing Overlay Zoning;
4. Tax Increment Financing;
5. Community Benefits Agreements;
6. Special Assessment Districts;
7. Development Agreements;
8. Infrastructure Financing Districts; and
9. Business Improvement Districts.

Incentive Zoning/Value Capture strategies could generate funding to support the preservation of existing affordable/homeless housing and/or construction of new affordable/homeless housing units. Such funding could be used for a range of specific uses, from preserving existing Single Room Occupancy (residential) hotels to construction of permanent supportive housing and workforce housing.

Strategy F6: Using Public Land for Homeless Housing

In Los Angeles County, there are opportunities for using public land for affordable housing on many different types of sites, including vacant publicly owned land, under-utilized sites, parcels where existing public facilities are no longer needed, and as part of the development of new public facilities such as community centers, libraries, fire stations, and police stations. Discounted public land can provide a valuable subsidy to the development of affordable housing, as well as facilitate the development of affordable housing in transit-accessible, amenity-rich locations. The joint development of public facilities and housing properties can lead to infrastructure cost savings, better design, and more accessible public services.

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Opportunities that support using public land for homeless housing include:

- AB 2135, which provides affordable housing projects the right of first refusal to obtain surplus land held by local governments, gives project developers more time to negotiate the purchase of the surplus land, and allows the land to be sold for less than fair market value as a developer incentive; and
- Establishing a Joint Powers Authority to acquire, hold, and dispose of public land for housing.

Various examples of discounted public land are available throughout the country. Examples of Public Land being used for Affordable Housing in Los Angeles County include:

- Affordable Housing on Metro Joint Development Sites;
- Affordable Housing on Los Angeles Unified School District property;
- Homeless Housing on surplus Department of Motor Vehicle site in Hollywood;
- Affordable Housing on land purchased by former redevelopment agencies; and
- Housing for Homeless Veterans on U.S. Department of Veteran Affairs Property in Westwood.

Strategy F7: Preserve and Promote the Development of Affordable Housing for Homeless Families and Individuals

This Strategy proposes to promote the development and preservation of affordable housing for homeless families and individuals by funding proposal(s) which expedite and/or lower the cost of developing homeless/affordable housing through a one-time Housing Innovation Grant of \$5,000,000.

Appendix G: *Everyone In* Resolution

RESOLUTION NO. XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
XXXX, CALIFORNIA, EXPRESSING SUPPORT FOR EVERYONE
IN, A COALITION OF PEOPLE WHO EMBRACE THE COMMON
GOAL OF ENDING HOMELESSNESS

WHEREAS, the [insert city] and the County of Los Angeles is facing a growing homelessness problem, endangering the health and safety of our homeless neighbors; and

WHEREAS, 1.5 million voters across the County, and XX voters in [insert city] committed to ending homelessness by passing Measure H; and

WHEREAS, voters passed a comprehensive set of coordinated, well-funded solutions providing the services, rental subsidies, outreach, housing, and prevention we need to bring our homeless neighbors off the streets, for good; and

WHEREAS, accountability and transparency will be needed to give the public clear picture of where progress is being made and where we need more action to meet the following ambitious countywide goals by July 1, 2022:

- End homelessness for 45,000 families and individuals;
- Prevent homelessness for 30,000 families and individuals; and
- Approve 5,000 units of supportive housing for our most vulnerable neighbors.

WHEREAS, the Everyone In movement, powered by the United Way of Greater Los Angeles, will help keep the promise to end homelessness by creating ways for the public to get involved; tracking, measuring, and sharing progress; and lifting up successes and celebrating wins.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF XXXX, CALIFORNIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION. The City Council finds that the foregoing Recitals are true and correct.

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SECTION 2. The City Council of the City of XXXX supports, endorses and hereby directs the City Manager to communicate this support of the Everyone In campaign to the Los Angeles County Board of Supervisors, XXXX residents, and the media.

SECTION 3. This Resolution shall take effect immediately upon its approval by the XXXX City Council.

PASSED AND ADOPTED by the City Council of the City of XXXX at its regular meeting on this DATE.

Mayor, City of XXXX

ATTEST:

City Clerk, City of XXXX

Appendix H: Potential Funding Opportunities

According to the *Homelessness Task Force Report* prepared by the California State Association of Counties, League of California Cities, and Institute for Local Government, the City and City residents are eligible to access the Federal and State Funding Sources, Potential Future Funding Sources, and Local Funding Sources listed below. While the Cities may not be eligible direct recipients for all sources listed, knowledge of available funding can assist with collaboration and advocacy efforts. For a complete list of funding options recommended by the Homelessness Task Force Report, see pages 11-15 of the *Homelessness Task Force Report 2018*.

Federal and State Funding Sources:

Provided by the Homelessness Task Force Report 2018

Item	Funding Source
Shelters and Prevention	Emergency Solutions Grant (ESG)
Housing	HOME Investment Partnerships Program (HOME)
Housing and Services	HUD Continuum of Care Program
Housing	Community Development Block Grant (CDBG)
Housing	Section 8 Housing Choice Vouchers
Housing	HUD-Veterans Affairs Supportive Housing (VASH) vouchers
Behavioral Health	Substance Abuse and Mental Health Services Administration (SAMHSA) Grants
Prevention	U.S. Department of Veterans Affairs' Supportive Services for Veteran Families (SSVF)
Prevention, Employment	Temporary Assistance for Needy Families (TANF)/CalWORKs
Housing, Case Management	CalWORKs Housing Support Program
Youth	McKinney-Vento grants
Law Enforcement Prevention Housing Behavioral Health	Law Enforcement Assisted Diversion (LEAD) Grant
Housing Rehabilitation Services Rental Assistance	CalHFA Mental Health Services Act Funds

Potential Future Funding Sources

Provided by the Homelessness Task Force Report 2018

SB 2: Passed in 2017, the details related to SB 2 funding are still emerging. SB 2 creates a permanent source of funding for affordable housing with 50 percent of the first year of funding specifically for people experiencing or at risk of homelessness. After the first year of funding, 70 percent of the funding will be allocated to local governments for uses including affordable housing development, matching funds for programs that assist people experiencing or at risk of homelessness.

SB 3: Passed in 2017, SB 3 places a \$4 billion affordable housing and Veterans housing bond on the November 2018 statewide ballot. Cities and counties are eligible to apply for various programs that would be funded by the bond.

Local Funding Sources:

- Public safety funding and resources
- Local sales and use tax
- Animal care and regulation fees
- Transit or transportation assistance
- Development fees
- Transient occupancy taxes
- Bond proceeds
- General Fund

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Appendix I: SB 2 and SB 35

Senate Bill 2: Definition and Expectations of Local Governments

Senate Bill 2 (SB 2) amended the State Housing Element Law and the State Housing Accountability Act (HAA) to require local governments to remove zoning barriers that prevent or discourage the development of emergency shelters, transitional housing, and supportive housing (Public Counsel 2). Therefore, in General Plan Housing Element updates, local governments are required to do the following:

- Assess the need for emergency shelter
- Identify zone(s) where shelters are permitted without discretionary approval (by-right)
- Treat transitional and supportive housing the same as other residential uses
- Include shelters, transitional housing, and supportive housing as protected by the HAA (Public Counsel, 3)

While SB 2 does not require local governments to build or fund emergency shelters, transitional housing, or supportive housing, it does require local governments to have a zoning code that encourages the previously stated uses.

Senate Bill 2: The Cities of Paramount and Bellflower

The City of Paramount is not in compliance with SB 2 Emergency Shelter Zoning.
The City of Bellflower is in compliance with SB 2 Emergency Shelter Zoning.

Senate Bill 35: Definition and Expectations of Local Governments

If a city fails to issue building permits for its designated share of the Regional Housing Needs Allocation (RHNA), then SB 35 streamlines eligible multifamily housing project approvals.

In California, all local governments are required to adopt a Housing Element as part of a General Plan to show that the city plans to meet the housing needs of community members at all income levels. According to SCAG, the RHNA “quantifies the need for housing within each jurisdiction during specified planning periods” (scag.ca.gov). If the California Department of Housing and Community Development (HCD) finds that a city issued fewer building permits than the city’s RHNA identifies, then the city is subject to SB 35 streamlining (League of California Cities, 6).

Passed in 2017, SB 35 requires cities to approve qualified housing developments on eligible sites as a ministerial act and without CEQA review or public hearings (League of California Cities, 6). Under the streamlining, project approval is through “objective standards” and involves “no personal or subjective judgment by a public official” (League of California Cities, 6).

Senate Bill 35: The Cities of Paramount and Bellflower

Paramount has made insufficient progress toward the City’s Above Moderate Income RHNA and is therefore subject to SB 35 streamlining for proposed developments with at least 10 percent of units restricted for affordable housing.

Bellflower has made insufficient progress toward the City’s Lower Income RHNA (Very Low and Low Income) and is therefore subject to SB 35 streamlining for proposed developments with at least 50 percent of units restricted for affordable housing.

For additional information about SB 2, see Public Counsel’s *Local Zoning Best Practices for Shelter and Transitional and Supportive Housing*.

For additional information about SB 35, see the League of California Cities *2018 Guide to New Housing Law in California*.

Appendix J: County Protocol for Clean Ups of Homeless Encampments

Memorandum

TO: *The Cities of Paramount and Bellflower*
DATE: *May 2018*
SUBJECT: *Overview of the LA County Homeless Encampment Protocol and the Guiding Legal Decisions for the Treatment of People Experiencing Homelessness by Law Enforcement*

LA County Homeless Encampment Protocol

The Los Angeles County Chief Executive Office and Sheriff Department, and Los Angeles Homeless Services Authority Protocol for Reporting and Responding to Homeless Encampments or Concentrated Homeless Activities (“the Protocol”) provides guidance for addressing homeless encampments in the unincorporated areas of LA County, cities where the Sheriff Department is the contracted law enforcement agency, County parks, and County-owned property.

According to the protocol, a series of steps must be executed when responding to a homeless encampment where five or more people are identified (see the pages following the Memorandum for the full Protocol). The Protocol requires time for outreach/engagement, CES Assessments, posting of ordinance/trespassing signage, and collaboration with outreach teams upon cleanup. During and after the cleanup, the Protocol requires any personal belongings that cannot be taken with an individual from the encampment to be tagged and stored for 90 days.

Legal Decisions for the Treatment of People Experiencing Homelessness by Law Enforcement

Allen v. City of Pomona (2016)

The class-action lawsuit challenged Pomona’s practice of homeless cleanups, alleging that city officials who confiscated property violated the constitutional rights of people experiencing homelessness.

The settlement provides protection from enforcement of unlawful overnight camping until there are more shelter beds available in the City, among other items in the settlement, including:

- The City must provide written notice of the City’s intent to remove property at least 48 hours prior to collection of property.
- The City must securely attach written notice to the property that will be collected.
- The City must provide adequate post-collection notice within 10 feet of the location where the property was collected.
- The Settlement prohibits the city from seizing personal property unless the property poses a serious and immediate risk to human health and safety, among a few additional exceptions.

(Allen v. City of Pomona)

The settlement required the city to pay \$49,000 in damages to be distributed among the 15 plaintiffs in the case and no more than \$160,000 in attorney fees. In the settlement, the City also

agreed to build 388 lockers for the property of people experiencing homelessness (LA Times, Doug Smith).

Jones v. City of Los Angeles (2006)

The City of Los Angeles enacted an ordinance prohibiting any individual from sitting, lying, or sleeping on a public street or sidewalk. The ACLU brought the suit against the ordinance on behalf of six people experiencing homelessness who were arrested or cited for violating the ordinance (ACLU). The *Jones* decision found that because the appellants may have become homeless involuntarily and because the appellants did not have any options other than to sleep on the street, criminalization of the appellants' presence on the street was in violation of the Eighth Amendment prohibition against cruel and unusual punishment. The decision ordered the District Court to stop enforcement of the Los Angeles City ordinance that allowed law enforcement to arrest people for sleeping on the street when there are no available shelter beds. The settlement agreed to permit sleeping on sidewalks between 9pm and 6am until additional housing could be built.

Mitchell v. City of Los Angeles (2016)

Filed in March 2016, the lawsuit alleged that people experiencing homelessness on Skid Row have had personal property, including medication and legal documents, seized or destroyed by law enforcement and city sanitation personnel. The U.S. district court judge ruled that the City of Los Angeles needed to discontinue seizing property of people experiencing homelessness on Skid Row and surrounding areas without notice.

Lavan v. City of Los Angeles (2012)

Nine people experiencing homelessness on Skid Row claimed that the City of Los Angeles violated their Fourth Amendment and Fourteenth Amendment rights when the City seized and destroyed their personal possessions, temporarily left unattended on public sidewalks (*Lavan v. City of Los Angeles*). The injunction bars the City from:

- Seizing property in Skid Row absent an objectively reasonable belief that it is abandoned, presents an immediate threat to public health or safety, or is evidence of a crime, or contraband
- Absent immediate threat to public health or safety, destruction of seized property without maintaining it in a secure location for a period of less than 90 days
(*Lavan v. City of Los Angeles*)

The Ninth Circuit held that the seizing and destruction of a homeless individual's personal property, even if left temporarily unattended, was an unreasonable seizure and therefore a Fourth Amendment violation. The Court also ruled that the failure to provide notice before seizing and destroying personal property is a violation of the Fourteenth Amendment right to due process (ACLU). The City paid \$822,000 to settle the case.

Please see the Los Angeles County Chief Executive Office & Sheriff Department, and Los Angeles Homeless Services Authority Protocol for Reporting & Responding to Homeless Encampments or Concentrated Homeless Activities on the following two pages.*

**Los Angeles County Chief Executive Office & Sheriff Department, and Los Angeles Homeless Services Authority
Protocol* for Reporting & Responding to Homeless Encampments or Concentrated Homeless Activities**

Steps	Tasks	Responsible Party/Entity/Comments
1. Complete the Homeless Encampment Identification (Report) Form	Complete Section I of the Homeless Encampment Identification (HEI) form upon identification of a homeless encampment and/or a high concentration of homeless in a given area. Email the completed form to Michael Castillo of the Chief Executive Officer (CEO) Homeless Initiative (HI) Team at mcastillo@ceo.lacounty.gov .	Sheriff Department Designee and/or LAHSA ERT
2. Submit Form to the CEO's Office / Board Office Approval	The CEO's office will review the form to ensure all applicable information is included. Barring any need for additional information, the CEO's HI Team will submit the form to the respective Board Office to obtain the approval for addressing the site via the Protocol. Once a response is received from the Board Office, CEO will inform the Los Angeles Homeless Services Authority (LAHSA) and the Sheriff Department (LASD) of the status and next steps.	CEO The Homeless encampment Protocol will only apply if five (5) or more persons are identified at a given site.
3. Conduct Outreach	<ol style="list-style-type: none"> LAHSA will dispatch an Emergency Response Team (ERT) to the site to conduct a more in-depth assessment and resubmit the HEI form (with Sec. II completed) to the CEO's HHU within 72 hours of receipt of the Board's approval. LAHSA will be accompanied by an LASD Deputy familiar with LAHSA's ERT assessment process whenever unlawful activity is identified in the initial report. LASD will determine if it is safe for LAHSA to begin their assessment/outreach. LAHSA will complete a Coordinated Entry System (CES) assessment for all dwellers present, when possible, and connect clients to the appropriate CES Outreach Coordinator. Based on the CES findings, the appropriate County Department(s), e.g., Mental Health, Public Health, Public Social Services, Community & Senior Services, etc, may be contacted by the CEO HI Team and asked to conduct benefits/program eligibility assessment of homeless persons at the encampment. When necessary, the aforementioned Departments will conduct ongoing visits with LAHSA. <p>NOTE: LAHSA may request a Sheriff escort to an encampment or homeless activity location at any time during the course of their outreach efforts.</p>	LAHSA & Sheriff Based on the geographic location of each site the CES Outreach Coordinator will compile a list of identified agencies with potential housing opportunities and local community based organizations.
4. Next Steps	<p>Based on LAHSA's reported findings and recommendations, the CEO HI Team, with engagement from the CES Outreach Coordinator will determine future action(s) needed to address the issue. Actions include:</p> <ol style="list-style-type: none"> A timeline will be issued for ongoing outreach/engagement. LASD will conduct ongoing visits to active sites to address any unlawful activity that involves a victim or a potential safety hazard to the community at large and to discuss trespassing laws and applicable ordinances with homeless inhabiting a site. 	CEO, Sheriff, & LAHSA CEO staff will be responsible for contacting the complainant to: 1) answer any questions he/she may have; 2) keep them informed of the action being planned/taken; 3) advise

Steps	Tasks	Responsible Party/Entity/Comments
	<p>3. If the owner of an encampment property is unknown, LASD will assist with identifying the property owner(s) to advise them of the situation, including their rights and responsibilities. LASD will also assist with identification of jurisdiction in relation to site clean-up and maintenance, e.g., DPW, State of CA, Army Corp of Engineers, etc.</p> <p>4. Two weeks prior to the expiration of a given timeline (#1 above), LASD, with the assistance of the appropriate agency, will post ordinance/trespassing signage, if applicable, and inform the inhabitants that it is unlawful for them to be on the site.</p> <p>5. Two weeks prior to the expiration of a given timeline, the Encampment Team (CEO, LAHSA, and LASD) will identify the appropriate action for “closing down” an encampment (see #5 below):</p> <p>A. If there are no longer inhabitants on the site a clean-up will be conducted by the appropriate agency and steps will be taken to ensure that the encampment is not recreated, e.g., ongoing LAHSA and LASD observation of the location, erecting or repair of fencing/walls (paid for by the property owner*), outreach and ongoing contact with the local community,</p> <p>B. If there are still homeless on site a collaborative engagement effort will be conducted on the date the timeline expires with participation from LAHSA, the CES Outreach Coordinator, LASD, CEO HI Team, appropriate County departments, and community based organizations. The goal of the event is to provide a final opportunity to connect homeless to services and housing prior to the closing of the encampment.</p>	<p>them of the timeline for addressing the issue; and, 4) provide them with periodic updates regarding the issue and our progress.</p> <p>Prior to a collaborative event, LAHSA is responsible for continued outreach/engagement and identifying housing opportunities that can be offered to the homeless persons still on site.</p>
5. Resolution & Closure	The CEO HI Team will convene monthly scheduled meetings with the Encampment Team to discuss the status of all encampments, e.g., “a reduction in the number of homeless at the site, but continued engagement is required;” “no further homeless activity has been observed at the site and the encampment no longer exists;” etc.	CEO

Note: the Protocol only applies to unincorporated areas of LA County, County parks, and cities where the Sheriff Department is the contracted law enforcement agency.

CEO HI Team is responsible for providing ongoing updates to respective Board offices and informing Board offices of the final disposition of encampments in their district.

*Owner of private property to decide if they want to erect a fence/wall or repair existing fence/wall.

Appendix K: Definitions

Access Center: A brick and mortar facility where people experiencing homelessness or at risk of experiencing homelessness can access supportive services

Affordable Housing: A housing unit that a household can obtain for 30 percent or less of its income.

Bridge Housing: Safe, reserved, 24-hour emergency shelter to be utilized by eligible homeless individuals, identified through the Coordinated Entry System (CES). The intention of this emergency housing is to provide individuals with some stability, so they can more easily maintain contact with their Housing Navigator, as they are assisted in their efforts to housing. Crisis Housing bed converts to a Bridge (Reserved Crisis) Housing bed if the program participant does not self-resolve their episode of homelessness within 14 days. (LAHSA, 2017)

Case Management: Case management is defined by the Case Management Society of America as “a collaborative process of assessment, planning, facilitation, care coordination, evaluation, and advocacy for options and services” to meet individual needs. Case Management in the context of the Coordinated Entry System (CES) should be voluntary and client centered, with the goal of identifying strengths and client directed goals, while promoting “health, recognition, and well-being” (USICH, 2016). Case management in CES should ultimately focus on linking the client to permanent housing resource and providing necessary services needed to promote housing stability. (LAHSA, 2017)

Chronically Homeless:

1. An individual who:
 - a. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter

AND

 - b. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least twelve months or on at least four separate occasions in the last three years *where those occasions cumulatively total at least twelve months*

AND

 - c. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights of 2000 [42 U.S.C. 15002]), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
2. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition before entering that facility

3. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition,, including a family whose composition has fluctuated while the head of household has been homeless. (LAHSA, 2017)

Continuum of Care (CoC): 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 maximize self-sufficiency. It includes action steps to end homelessness and prevent a return to homelessness. In Los Angeles County, there are four CoCs. The Los Angeles Homeless Services Authority serves all cities of the county with the exception of Long Beach, Pasadena, and Glendale, who have their own CoC. (LAHSA, 2017)

Coordinated Entry System: CES is a regionally based system that connects new and existing programs in to a “no-wrong-door network” by assessing the needs of individuals/families/youth experiencing homelessness and linking them with the most appropriate housing and services to end their homelessness. The goal of the CES is to streamline processes through which communities assess, house, and support housing retention for individuals/families who are homeless; to ensure all of our homeless neighbors are known and supported; to target and maximize limited housing resources; and to comply with the federal mandate to adopt a standardized intake and coordinate assessment process for housing. The essential components of CES are: 1) a system that is low-barrier and easy to access; 2) a system that identifies and assesses people’s needs; and 3) a system that prioritizes and matches housing resources based on those needs. (LAHSA, 2017)

Families: A family unit composed of an adult head of household with a dependent minor child or a woman in her third trimester of pregnancy.

Homeless: an individual who belongs to one of the following categories:

1. An individual who lacks a fixed, regular, and adequate nighttime residence, meaning
 - a. An individual with a primary nighttime residence that is a public or private place not designed for or regularly used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, or camping ground;
 - b. An individual living in a supervised publically or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels or motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals
 - c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
2. An individual who will imminently lose their primary nighttime residence, provided that;

The Plan to Prevent and Combat Homelessness

- a. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - b. No subsequent residence has been identified; and
 - c. The individual lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing;
3. An individual who:
- a. Is fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous, life threatening conditions that relate to violence against the individual that has either take place within the individuals primary nighttime residence or has made the individual afraid to return to their primary nighttime residence;
 - b. Has no other residence; and
 - c. Lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, to obtain other permanent housing. (LAHSA, 2017)

Measure H: A voter approved quarter cent sales tax to generate funding for homeless services in Los Angeles County.

Outreach: In the context of the CES system, outreach is defined as the activity of engaging a homeless individual through the process of rapport building with the goal of linking the individual to a permanent housing resource. Outreach and engagement is an ongoing process that “involves creativity, flexibility, may take months or years, and involves establishing a relationship” to connect a client to services (Olivet, Bassuk, Elstad, Kenny, and Jassil, 2010). Outreach can be viewed as a “service in itself” and “a process of building a personal connection that make play a role in helping a person improve his or her housing, health status, or social support network” (Olivet, Bassuk, Elstad, Kenny, and Jassil, 2010). Outreach and engagement should be approached in a client-centered and voluntary manner that does not create any time constraints as to the alacrity in which the client voluntarily seeks permanent housing. Outreach workers should have the capacity to refer clients to resources and services such as Crisis & Bridge (Reserved Crisis) Housing and should regularly participate in a case conferencing to ensure clients entering CES are matched to the appropriate permanent housing resource. (LAHSA, 2017)

Prevention: The goal of Homeless Prevention is to provide a short-term targeted intervention to address people’s housing crisis before they become homeless. (A5 strategy description)

Stakeholder: A person with an interest or concern in addressing homelessness in the community

Supportive Housing: Long-term, community-based housing that has supportive services for homeless persons with disabilities. This type of supportive housing enables the special needs of populations to live as independently as possible in a permanent setting. Permanent housing can be provided in one structure at one site or in multiple structure at multiples sites. (LAHSA, 2017)

Supportive Services: Services that may assist homeless participants in the transition from the streets or shelters into permanent or supportive housing, and that assist person with living successfully in housing. (LAHSA, 2017)

Transitional Age Youth: An individual between the ages of 16 and 24. (LAHSA, 2017)

**For definitions with (LAHSA, 2017) at the end, the definition was taken from LAHSA's Homeless Services Delivery System Glossary of Terms/Acronyms, May 2017.*

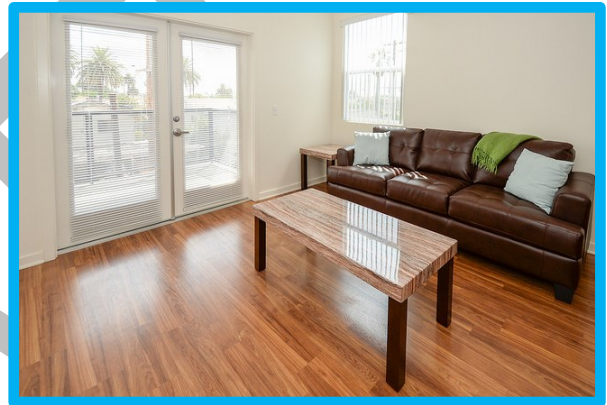
Description of categories in the Goals and Supporting Actions table:

Approachable Action Items
Action Items that are simple to accomplish and consistent with current City efforts, but have the potential to make a noticeable impact on decreasing homelessness in the City.
Growth Action Items
Action Items that will push the City to increased commitment and resource dedication, but that are not too far from current City practice.
High Impact Action Items
Action Items that will have the highest and longest lasting impact on decreasing homelessness in the City and on the people experiencing homelessness.

Policy Changes	A brief description of what policy changes need to be made in order to ensure completion of the Action Item.
Measurement	How to measure whether or not the Action Item has been executed.
Timeline	The timeframe in which the task should be started.
Ownership	The City department that is responsible for the execution of the Action Item.
Leveraged City Resources	The City resources that can be utilized for the execution of the action item.
Funding Opportunities	Possible sources of funding that can be applied for, advocated for, or redirected to execute the Action Item.
County Strategy Alignment	The Los Angeles County Homeless Initiative Strategy to Combat Homelessness that aligns with the Action Item.
City Policy Alignment	The clauses in publicly approved City documents that align existing City policy with the Action Item.

Appendix L: Supportive Housing Information

Please see the Supportive Housing information sheet provided by United Way's *Everyone In* Campaign on the following two pages.



Photos above are of the Long Beach & 21st Apartments, a supportive housing development in Long Beach, CA.

SUPPORTIVE HOUSING

THE FACTS

Supportive housing combines affordable homes with resources such as health and job services to help people successfully overcome homelessness and lead stable lives.



Residents of supportive housing:

- Have experienced long-term homelessness and/or have physical/mental health or substance abuse disorders.
- Are people of different ages, backgrounds, cultures and education levels who have struggled in the past to find stable housing.
- Have gone through traumatic life events such as domestic violence, a debilitating injury or illness, or a sudden loss of income.
- Are prioritized for housing based on vulnerability, such as having a physical disability.



In addition to safe, clean and stable homes, residents receive:

- Physical and mental health services
- Job training and life skills
- Addiction treatment
- Counselling and support groups
- And many other resources

Supportive housing ensures the safety and well-being of the community.

- Each building is run by a property management company or a nonprofit service provider who is highly trained in managing these types of buildings.
- Apartments have qualified staff on-site, including building managers who are available to respond to community concerns.
- Residents are expected to abide by building rules which include not engaging in illegal, dangerous or disruptive activities.

How does supportive housing help tenants with mental health or substance abuse disorders?

Supportive housing provides the stability and services individuals need to recover. When moving in, residents may be put on a treatment plan and meet regularly with psychiatrists, therapists and other skilled professionals. They work one-on-one with a case manager, a dedicated staff member who helps them to reach their goals and ensure they return to living stable lives.

“The great change in my life came when I got the letter and I finally got on the list for housing. We had a safe place.”

— Larae, Supportive Housing Resident



Supportive Housing in Los Angeles County

There are nearly 150 supportive housing buildings throughout Los Angeles County. These homes are an important part of the solution to ending homelessness for our neighbors including women, families and veterans.

JULY 17, 2018

RESOLUTION NO. 18:022

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT, CALIFORNIA, EXPRESSING SUPPORT FOR ***EVERYONE IN*** CAMPAIGN, A COALITION OF PEOPLE WHO EMBRACE THE COMMON GOAL OF ENDING HOMELESSNESS”

MOTION IN ORDER:

READ BY TITLE ONLY AND ADOPT RESOLUTION NO. 18:022.

APPROVED: _____ DENIED: _____

MOVED BY: _____

SECONDED BY: _____

ROLL CALL VOTE:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____



To: Honorable City Council
From: John Moreno
By: Adriana Lopez/Margarita Matson
Date: July 17, 2018

Subject: Resolution No. 18:022 – the United Way of Greater Los Angeles - ***Everyone In*** Campaign.

Background

Homelessness is one of the most complex and vexing challenges in our community, with approximately 55,048 people experiencing homelessness in Los Angeles County, according to the Los Angeles Homeless Services Authority's (LAHSA) 2017 Homeless Count. This crisis touches and impacts every community throughout Los Angeles County. Last year, 1.5 million voters across the county voted to pass Measure H geared to deter homelessness through supportive housing. Measure H is slated to generate funds that will go towards building housing units and supportive services to combat homelessness.

At the March 6, 2018 Paramount City Council meeting, the City Council authorized City personnel to enter into a contract by and between the County of Los Angeles and the City of Paramount to accept a grant in the amount of \$50,000 for the development of a Homeless Plan, which must outline how to prevent and combat homelessness. The City selected and entered into an agreement with People Assisting the Homeless (P.A.T.H.) for the development of a Homeless Plan. The City of Paramount has been working with P.A.T.H. and other non-profit organizations to identify and work directly with homeless individuals living in the City of Paramount.

On March 9, 2018, the United Way of Greater Los Angeles launched the ***Everyone In*** campaign in the fight to end homelessness. The ***Everyone In*** campaign will help keep the promise to end homelessness by creating ways for the public to get involved by tracking, measuring, and sharing progress. Citizens will be able to learn more about the people who are experiencing homelessness in their community, stay informed on supportive housing, and have opportunities to attend community events, volunteer and take an active role in supporting solutions to end homelessness. Accountability and transparency will be essential to give the public a clear picture of where progress is being made and where we need more action to meet the following ambitious countywide goals by July 1, 2022:

- End homelessness for 45,000 families and individuals;
- Prevent homelessness for 30,000 families and individuals; and
- Approve 5,000 units of supportive housing for our most vulnerable neighbors.

The Paramount community supports long-term solutions to end homelessness and understands that it will take organizing, monitoring, and perseverance to ensure that the

goals outlined in the Plan to Prevent and Combat Homelessness are implemented fully and efficiently.

Recommended Action

It is recommended that the City Council read by title only and adopt Resolution No. 18:022.

CITY OF PARAMOUNT
LOS ANGELES COUNTY, CALIFORNIA

RESOLUTION NO. 18:022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PARAMOUNT, CALIFORNIA, EXPRESSING SUPPORT FOR
EVERYONE IN CAMPAIGN, A COALITION OF PEOPLE WHO
EMBRACE THE COMMON GOAL OF ENDING HOMELESSNESS

WHEREAS, the City of Paramount and the County of Los Angeles is facing a growing homelessness problem, endangering the health and safety of our homeless neighbors; and

WHEREAS, 1.5 million voters across the County, and 21,770 voters in the City of Paramount committed to ending homelessness by passing Measure H; and

WHEREAS, voters passed a comprehensive set of coordinated, well-funded solutions providing the services, rental subsidies, outreach, housing, and prevention we need to bring our homeless neighbors off the streets for good; and

WHEREAS, accountability and transparency will be needed to give the public a clear picture of where progress is being made and where we need more action to meet the following ambitious countywide goals by July 1, 2022:

- End homelessness for 45,000 families and individuals;
- Prevent homelessness for 30,000 families and individuals; and
- Approve 5,000 units of supportive housing for our most vulnerable neighbors.

WHEREAS, the **Everyone In** campaign, powered by the United Way of Greater Los Angeles, will help keep the promise to end homelessness by creating ways for the public to get involved; tracking, measuring, and sharing progress; and lifting up successes and celebrating wins.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Paramount, California, does hereby find, determine and resolve as follows:

Section 1. The City Council finds that the foregoing Recitals are true and correct.

Section 2. The City Council of the City of Paramount supports, endorses and hereby directs the City Manager to communicate the City of Paramount's support of the **Everyone In** campaign to the Los Angeles County Board of Supervisors, Paramount residents, and the media.

Section 3. This Resolution shall take effect immediately upon its approval by the Paramount City Council.

PASSED, APPROVED and ADOPTED by the Paramount City Council this 17th
day of July, 2018.

Diane J. Martinez, Mayor

Attest:

Lana Chikami, City Clerk

JULY 17, 2018

APPOINTMENT OF PLANNING COMMISSIONER

MOTION IN ORDER:

APPOINT _____ TO THE PLANNING COMMISSION TO FILL A
VACANT POSITION FOR A TERM EXPIRING APRIL 2021.

APPROVED: _____

DENIED: _____

MOVED BY: _____

SECONDED BY: _____

ROLL CALL VOTE:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____



To: Honorable City Council

From: John Moreno

By: Lana Chikami

Date: July 17, 2018

Subject: APPOINTMENT OF PLANNING COMMISSIONER

The Planning Commission is composed of five members who serve a four-year term, and there is currently one vacancy. Appointments to the Planning Commission are made by the Mayor, with approval of the City Council.

A "Special Vacancy Notice" was posted on June 28, 2018, pursuant to Government Code Section 54974. The vacant Planning Commission position is for a term expiring April 2021, and it would be appropriate to make an appointment to fill the vacancy.

Attached are the: 1) Special Vacancy Notice, 2) Local Appointments List, and 3) Paramount Municipal Code Sections 2-48 through 2-53.

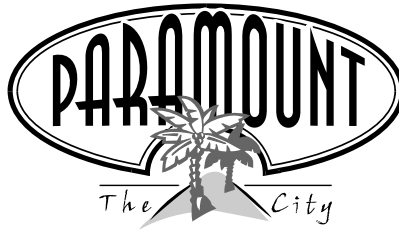
Recommended Action

It is recommended that the Mayor make the appointment to the Planning Commission, with approval of the City Council, to fill the vacant position for a term expiring April 2021.

H:\CITYMANAGER\AGENDA\REPORTS\COMMISSIONER-PC\POINTMENT.DOC; 6/20/2018 5:13:43 PM

GC 36512, 54974, PMC

SPECIAL VACANCY NOTICE



City of Paramount ♦ 16400 Colorado Avenue ♦ Paramount, CA 90723 ♦ (562) 220-2000
www.paramountcity.com

NOTICE IS HEREBY GIVEN, pursuant to Government Code Section 54974, that an unscheduled vacancy exists in the following City Commissions/Committees/Boards. Appointments to fill unscheduled vacancies shall be made no sooner than 10 days after posting of this notice.

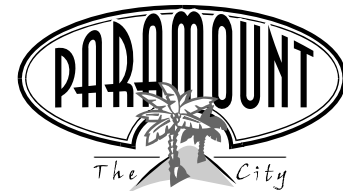
Commission/ Committee/Board	No. of Vacant Positions	Date of Vacancy	Current Term Expires
Planning Commission	1	06-28-2018	04-2021

I, Lana Chikami, City Clerk of the City of Paramount, California, hereby certify that I caused the foregoing notice to be posted on the Paramount City Hall, Paramount Library, Paramount Park Community Center and Paramount Sheriff's Station bulletin boards this 28th day of June 2018.

/s/ Lana Chikami

Lana Chikami, City Clerk

City of Paramount
2018 LOCAL APPOINTMENTS
(Maddy Act) – Revised 06/2018



At the end of each year, the City posts a list of expiring appointed terms for the coming year, names of incumbents, and the dates of their original appointment per Government Code Section 54972 et seq. Following is a complete list:

Commission	Orig. Appt.	Term Exp.
PLANNING COMMISSION Term of Office: 4 years		
(Vacant) (DM).....	--	04/2021
Hollie Enriquez (LG).....	04/2017	04/2021
Ernie Esparza (PL).....	03/2003	03/2019
Harlen "Roy" Gilham (DH).....	03/2003	03/2019
James "Jim" Hyde (TH).....	03/2007	03/2019
PUBLIC WORKS COMMISSION Term of Office: 2 years		
Eileen Aparicio (TH).....	03/2003	04/2019
Russ Hanson (LG).....	04/2017	04/2019
Rosemary Mendez (DH).....	03/2003	04/2019
Linda Timmons (DM).....	08/2016	04/2019
Rosemary Vasquez (PL).....	03/2007	04/2019
PARKS & RECREATION COMMISSION Term of Office: 1 year		
Jaime Abrego (DM).....	04/2018	04/2019
Maria Angel (PL).....	03/2001	04/2019
Frank Barraza (TH).....	03/2007	04/2019
Charles "Carlos" Garcia (DH).....	03/2004	04/2019
Margaret Mondragon (LG).....	04/2017	04/2019
PUBLIC SAFETY COMMISSION Term of Office: 1 year		
Todd Bousema (DH).....	03/2003	04/2019
Vilma Cuellar-Stallings (DM).....	04/2018	04/2019
Biviano Favela (TH).....	04/2018	04/2019
Moses Huerta (LG).....	04/2017	04/2019
Brenda Olmos (PL).....	09/2005	04/2019
SENIOR SERVICES COMMISSION Term of Office: 1 year		
Virginia Chavez (LG).....	04/2017	04/2019
Maria Espinoza (DH).....	03/2013	04/2019
Claudia Quinones (PL).....	02/2015	04/2019
Cleone Hatwan (DM).....	03/2015	04/2019
James "Jim" Stevens (TH).....	03/2009	04/2019

I, Lana Chikami, City Clerk of the City of Paramount, California, hereby certify that I caused the foregoing notice to be posted on the Paramount City Hall, Paramount Library, and Paramount Sheriff's Station bulletin boards this 19th day of April 2018.

/s/ Lana Chikami

Lana Chikami, City Clerk

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[] CF 10.14 [] CF 27.LOC

VERSION 2/2009

Sec. 2-43

Sec. 2-50

Sec. 2-43. Filling vacancy in office.

When a vacancy occurs in the office of Director of Finance, the City Manager shall, within ten days after the office becomes vacant, appoint an acting Director of Finance, subject to approval of or ratification by the council. (Mun. Code, Sec. 2353)

Sec. 2-44. Acting director of finance.

In case of the absence or disability of the Director of Finance, and subject to approval of or ratification by the council, the City Manager may designate some qualified person to perform the duties of the Director of Finance during the period of absence or disability of the Director of Finance, subject, however, to such person furnishing a bond to the city as set forth in section 2-12. (Mun. Code, Sec. 2354)

Division 7. Administrative Assistant.Secs. 2-45 to 2-47.

Repealed by Ordinance No. 460.

Article III. Planning Commission.⁸Sec. 2-48. Created.

The City Council hereby creates a planning commission to be known as the city planning commission. (Ord. No. 246)

Sec. 2-49. Composition; qualifications, appointment and term of office of members; filling vacancy in office.

The planning commission of the city shall consist of five members, who shall be qualified electors of the city, none of whom shall hold any paid office or employment in the city government. The five members of the city planning commission heretofore appointed to office shall continue to hold such office for the term heretofore created, subject to the terms and provisions of this article. Successors to such offices of the city planning commission shall serve for a term of four years and until their successors are appointed and qualified. If vacancies occur, otherwise than by expiration of term, they shall be filled by appointment for the unexpired portion of the term by the City Council. Members shall be appointed by the mayor with the approval of the City Council. (Ord. No. 246)

Sec. 2-50. Removal of members; attendance at meetings; compensation of members.

Any member of the planning commission shall be subject to removal by motion of the City Council adopted by at least three affirmative votes. The office of any member of the planning commission shall be vacated if the member absents himself from three regular meetings of the commission, unless by permission of the commission, or if he is convicted of a crime involving moral turpitude or ceases to be an elector of the city. The members of the planning commission shall receive compensation on a monthly basis at a rate to be determined from time to time and set forth by resolution of the City Council. (Ord. No. 867)

⁸For state law as to local planning, see Gov. C., sec. 65100 et seq. As to subdivisions and other divisions of land generally, see ch. 39 of this Code. As to zoning generally, see ch. 44.

VERSION 2/2009

Sec. 2-51

Sec. 2-55

Sec. 2-51. Powers and duties generally.

It shall be the duty of the members of the planning commission to inform themselves on matters affecting the function, duties and matters before the commission. The planning commission shall have all powers and duties given to them by general state statutes and this Code, and in its deliberations, conduct and acts, be governed by the statutes of the state and this Code in reference thereto. In addition to the aforementioned duties, the members of the planning commission shall also serve as the development review board pursuant to Article XV of the Paramount Municipal Code and, when necessary, shall also sit as the economic development board to receive information regarding economic development activities in the city. (Ord. No. 867)

Sec. 2-52. Officers; meetings; rules and regulations; records.

The planning commission shall elect its chairman from among its appointed members for a term of one year, and shall likewise elect one of its members to serve as presiding officer pro tempore (vice-chairman) at the pleasure of the commission. The planning commission shall hold at least one meeting in each month in the City Council chambers which shall be open to the public, and may adjourn or readjourn any regular meeting to a date and hour certain which shall be specified in the order of adjournment. When so adjourned, such adjourned meeting shall be a regular meeting for all purposes. If at any time any regular meeting falls on a holiday, such regular meeting shall be held in the next business day. The planning commission shall adopt rules and regulations for transaction of business and shall keep a record of its resolutions, transactions, findings and determinations, which records shall be a public record. (Ord. No. 246)

Sec. 2-53. Applicability of state law.

The city planning commission and the City Council shall be governed in all their actions, where not specifically covered by this article, by sections 65000 to 65711 of the Government Code of the state. (Ord. No. 246)

Article IV. Public Works Commission.Sec. 2-54. Establishment.

The City Council does hereby establish a Public Works Commission which shall act as an advisory board, subject to City Council direction, for the development and operation of the city's public works department. (Ord. No. 863)

Sec. 2-55. Membership and terms of office.

- (a) Membership. The commission shall consist of five members who shall be appointed by the City Council of the city. All members of the Public Works Commission shall be residents of the city and shall serve at the will and pleasure of the City Council.
- (b) Terms of office-Vacancy. Members to the commission shall be appointed for a term of two years or until their successors are duly appointed. The Public Works Commission shall elect a chairman and a vice chairman from among its appointed members for a term of one year at its regular meeting in May of each year.
 - (1) If a vacancy occurs otherwise than by expiration of a term it shall be filled by appointment for the unexpired portion of the term.

(Ord. No. 863)

JULY 17, 2018

PROPOSED RESIDENTIAL AIR PURIFIER FILTRATION AND HVAC FILTER
REBATE PROGRAM

MOTION IN ORDER:

AUTHORIZE THE CITY MANAGER OR DESIGNEE TO IMPLEMENT THE
RESIDENTIAL AIR PURIFIER FILTRATION AND HVAC FILTER REBATE
PROGRAM AS OUTLINED IN THIS REPORT.

APPROVED: _____ DENIED: _____

MOVED BY: _____

SECONDED BY: _____

ROLL CALL VOTE:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____



To: Honorable City Council

From: John Moreno

By: Kevin M. Chun/Marco Cuevas Jr.

Date: July 17, 2018

Subject: Proposed Residential Air Purifier Filtration and HVAC Filter Rebate Program

Request

At the April 3, 2018 City Council meeting, the City Council directed staff to explore the possibility of providing residents with rebates for air purifiers and filters, similar to the new Home Security Rebate Program. The Residential Air Purifier Filtration and HVAC Filter Rebate Program is proposed as a new citywide program to assist Paramount residents with obtaining an air purifier filtration unit or HVAC filters for their home. With the attention given to regional air quality issues, this program is intended to help improve air quality in Paramount homes. The program will provide financial assistance through a rebate to residents for the purchase of a room-based air purifier filtration unit or household HVAC filters. For Fiscal Year 2019, the City Council budgeted \$10,000 for the Air Purifier Filtration and HVAC Filter Program from the General Fund.

Past Research

As part of the City's continuing efforts to address regional air quality issues, the City Council directed staff at its October 17, 2017 meeting to explore grant funding opportunities that would provide indoor air filtration units for residents. The City retained the services of a Certified Industrial Hygienist with Pacific EH & S Services (Pacific), an environmental, health, and safety consultant that analyzed air quality data in Paramount and provided recommendations regarding the type of filtration equipment most appropriate for reducing levels of unhealthful air. It should be noted that Pacific confirmed the Los Angeles County Department of Public Health (DPH) sampling analysis findings that there was not a specific hazard identified in the DPH indoor air samples taken in Paramount. The use of air filters and air filtration units was not recommended by Pacific as a necessity; however, such equipment could be used as a matter of personal preference.

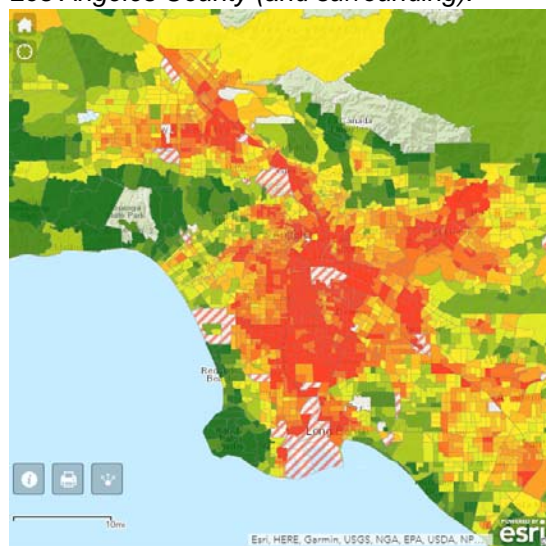
Justification

Although past research determined that indoor air was not a specific community hazard, staff conducted additional research that could justify the use of City funds for air filtration products. In 1999, Governor Gray Davis signed Senate Bill (SB) 115, which formally introduced environmental justice language into State law, and began a process leading to a screening tool to evaluate pollution based on census tracts. The Office of Environmental Health Hazard Assessment (OEHHA) developed the California

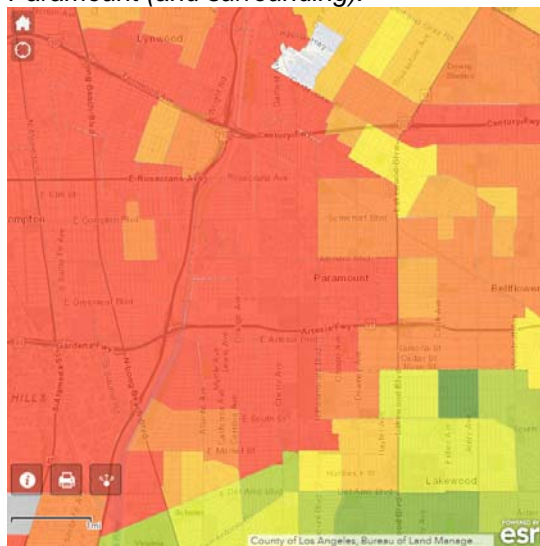
Communities Environmental Health Screening Tool (CalEnviroScreen). This tool measures a number of pollution indicators as a means for determining and designating disadvantaged communities throughout California. Higher CalEnviroScreen scoring (81% to 100%) for pollution burden and population characteristics is represented in CalEnviroScreen mapping in darker red colors.

Below are maps from CalEnviroScreen (using data most recently updated in June 2018) focusing on Los Angeles County. The maps show substantial areas designated as disadvantaged communities, including Paramount, which is mostly in the uppermost tier. The CalEnviroScreen, and the indicated pollution levels in Paramount, demonstrate a funding justification to establish a rebate program dedicated to air purifier units and HVAC filters for residents.

Los Angeles County (and surrounding):



Paramount (and surrounding):



A number of air pollutant sources are driving the elevated pollution burden. The United States Environmental Protection Agency (EPA) has designated Greater Los Angeles as an extreme nonattainment area for maximum levels of ground-level ozone, the primary component of smog and a harmful trigger of respiratory ailments. A chemical reaction in sunlight, primarily from releases from cars, trucks, buses, and construction equipment, creates ozone. The Los Angeles region is also a nonattainment area for airborne particulate matter such as dirt, dust, and smoke emitted from industry, vehicles, and construction. In 2015, the South Coast Air Quality Management District (SCAQMD) completed the Multiple Air Toxics Exposure Study IV (MATES IV), an air monitoring and evaluation study that showed amongst other results the negative impact of diesel particulate matter from freeways, the Ports of Los Angeles and Long Beach, and railways.

Similar to other centrally located and highly urbanized cities, Paramount is ringed by freeways with a heavy trucking presence, and the Long Beach Freeway (Interstate 710) along the western boundary of the City carries an increasingly congested diesel truck load commensurate with the growth of oceanic cargo trade through the ports.

Types of Filters

Based on the recommendations provided by Pacific, air filtration units should be equipped with changeable "HEPA" filters, specifically labeled with the recognized standard of "True HEPA". HEPA filters are technically required to capture up to 99.97% of particles of 0.3 microns or larger from the air that passes through the filter. A HEPA filter will filter metal particulates and is the most appropriate type of filter for air contaminants. As an added benefit, these filters if used properly will also filter detectible odors. Household HVAC unit filters are also recommended to be included in this program as they also effectively capture unhealthful air particles. The most effective HVAC air unit filters have a Minimum Efficiency Reporting Value (MERV) rating of at least 13 on a scale of 1 to 16.

Additional filtration methods such as carbon or charcoal filtration, ion, ionic, static discharge, sanitizer, deodorizer, germ-eliminator, or UV light should be avoided as they will not increase the function of a unit and will ultimately require more filters and other components to replace. The hygienist from Pacific stated that a HEPA air purifier unit is the most effective way to reduce unhealthful air particles in a home.

Proposed Rebate Program

Room-based air purifier units meeting the performance criteria referenced above can cost between \$150 and \$250 per unit. These units are easily available for purchase online and in many department and hardware stores. Under program guidelines, staff recommends that the City rebate up to \$100 for the cost of a qualifying home air purifier unit of the applicant's choice, or up to \$50 for the purchase of HVAC filters. This would allow for a substantial rebate per residence while at the same time allowing for a larger number of participants.

Staff consulted with the City Attorney and determined that a rebate program would lessen the City's exposure to any potential liability, more so than other forms of assistance programs, such as an air filter giveaway program. An air filter giveaway program could imply that the City is endorsing a specific product that will protect the health of an individual. By offering a rebate, the City is not endorsing any specific brand of filter nor is the City claiming any associated health benefits from the use of an air filter. The rebate program is simply financial assistance given to an individual who has made an independent choice to purchase an air filter.

Program Guidelines

To receive the rebate, applicants must submit an online application with a copy of their receipt for the air purifier unit or HVAC filters within sixty days of the purchase date (one rebate per household on a first-come, first-served basis). Staff will also assist residents without access to an online application. The application process can be summarized in four simple steps:

1. Complete the online application
2. Upload required documentation (picture of receipt)
3. Review by Community Development Department personnel
4. Issue the rebate/reimbursement to the Paramount resident

This process is similar to the Home Security Rebate Program that is very familiar to the City Council. At the end of the fiscal year, staff will evaluate the success of this program and may propose additional funding in next year's budget to extend the program. The City will also continue to seek grant funding to match or supplant the funds for the program.

The following program guidelines are proposed:

- Funding is restricted to City of Paramount residents; staff will verify proof of Paramount residency.
- Funding is for the reimbursement of air purifier filtration units or HVAC filters intended for residential use only.
- A one-time rebate is available per household for either an air purifier unit or HVAC filters. A household refers to the residents as a whole within one permitted housing unit, including a single-family home, a housing unit within a duplex, a housing unit within a multiple-family apartment or condominium complex, an accessory dwelling unit, or a mobile home.
- Third parties are ineligible for rebates.
- Rebates will be issued on a "first-come, first served" basis until funding is exhausted.
- Verified air purifier units or HVAC filter purchases may be from an online retailer or a traditional "brick and mortar" retailer.
- Air purifier units and HVAC filters must be purchased new. Previously used models are unacceptable for rebate.
- Staff will verify purchase of an operational air purifier unit and HVAC filters.
- An air purifier unit must be equipped with changeable "HEPA" filters and specifically labeled with the recognized standard of "True HEPA".
- HVAC air unit filters shall have a Minimum Efficiency Reporting Value (MERV) rating of at least 13.
- The City does not recommend or endorse any air purifier filtration unit or HVAC filter, nor does it guarantee or warranty the functions, operation, or effectiveness of an air purifier unit or HVAC filter.
- Carbon filtration, ion, ionic, etc. units are not eligible for the rebate.
- Once an air purifier unit or HVAC filters are purchased, a resident will be required to submit an application with the Community Development Department and include a copy of the receipt or invoice within 60 days of the purchase date, including the 60-day period prior to the City Council approval date of the program.
- If successful and if approved by the City Council, the Residential Air Purifier Filtration and HVAC Filter Rebate Program could become an annual program.

Outreach

The City will promote the Residential Air Purifier Filtration and HVAC Filter Rebate Program through the City website as a highlighted "story" on the homepage that will link

to the Community Development Department webpage for guidelines, the application, and answers to frequently asked questions. The Community Development Department will promote the program in conjunction with the Home Improvement Program, and staff will conduct direct outreach in the Paramount residential community in the coming months. Other marketing will include social media notifications, handouts at City facilities and events, and information in the email and print versions of the Paramount Around Town and Pulse Beat

Recommended Action

It is recommended that the City Council authorize the City Manager or designee to implement the Residential Air Purifier Filtration and HVAC Filter Rebate Program as outlined in this report.

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JULY 17, 2018

AWARD OF CONTRACT FOR CONSTRUCTION SERVICES FOR
HOUSING REHABILITATION – 8842 VANS STREET

MOTION IN ORDER:

AWARD THE CONTRACT FOR CONSTRUCTION SERVICES TO
AFFORDABLE BUILT CONSTRUCTION IN THE TOTAL AMOUNT OF
\$33,665.00 FROM THE HOME INVESTMENT PARTNERSHIP PROGRAM
(HOME) GRANT.

APPROVED: _____

DENIED: _____

MOVED BY: _____

SECONDED BY: _____

ROLL CALL VOTE:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____



To: Honorable City Council

From: John Moreno

By: Kevin M. Chun/Marco Cuevas Jr

Date: July 17, 2018

Subject: AWARD OF CONTRACT FOR CONSTRUCTION SERVICES FOR HOUSING REHABILITATION – 8842 VANS STREET

Background

The City of Paramount's Home Investment Partnership Program (HOME) is a grant funded program intended to provide repairs for owner-occupied, single-family detached dwellings. Grant funds only cover City-approved improvements and applicants must meet strict guideline criteria as an income qualifying senior or as a low to moderate income household. The City uses HOME funds to provide necessary repairs and correction of deficient construction. The contractor works closely with staff to ensure compliance with the City's building code.

Project Description

This request is for an award of contract for housing rehabilitation construction services at 8842 Vans Street. The homeowner solicited four construction bids from a bid package prepared by MDG Associates, the City's HOME consultant. Affordable Built Construction was selected as the lowest qualified bidder. The work to be completed at the residence includes the following: new water heater, new wall heater, new electrical panel, new copper piping, new windows throughout, and color-coat and exterior trim paint of the home and garage. Please note the submitted bid amount may differ from the total amount due to line items that were subsequently excluded from the bid at the owner's request.

Recommended Action

It is recommended that the City Council award the contract for construction services to Affordable Built Construction in the total amount of \$33,665.00 from the Home Investment Partnership Program (HOME) grant.

CITY OF PARAMOUNT
Home Improvement Program
Bid Review and Grant/Loan Summary

Emily Blessing 8842 Vans St. Paramount Ca. 90723		Bid Breakdown-As Bid Scenario #1			
		Affordable	VV&G	Bashford	Cal Home
1	Smoke & CO Detectors				
2	GFCI	445.00	300.00	318.00	840.00
3	Replace Water Heater	1,990.00	1,850.00	2,382.00	2,000.00
4	Replace Wall Heater	1,850.00	2,400.00	2,960.00	2,200.00
5	Electrical Panel Upgrade	3,050.00	3,250.00	3,491.00	3,500.00
6	Kitchen: Exhaust Fan	480.00	790.00	276.00	800.00
7	Bathroom: Exhaust Fan	840.00	1,300.00	915.00	650.00
8	Color Coat	9,120.00	6,900.00	5,678.00	5,900.00
9	Foundation Vent Screens	240.00	550.00	875.00	575.00
10	Exterior Trim Paint	3,250.00	3,300.00	3,365.00	3,250.00
11	Copper Re-pipe	3,620.00	5,900.00	8,334.00	6,950.00
12	Front Entry Door				
13	Sliding Glass Door	2,125.00	2,400.00	2,175.00	1,900.00
14	Replace Windows	6,185.00	7,860.00	8,226.00	9,800.00
15	Re-Roof				
Add	Window Grids (Owner)	470.00			
Total Bid Amount		33,665.00	36,800.00	38,995.00	38,365.00
Contingency					
Total Construction Amount		33,665.00	36,800.00	38,995.00	38,365.00
Asbestos Abatement (City)		-	-	-	-
City Grant - 90% (max. \$24,300)		24,300.00	24,300.00	24,300.00	24,300.00
City Loan (0%-Deferred, max. \$8,000)		8,000.00	8,000.00	8,000.00	8,000.00
Owner Cash Contribution		1,365.00	4,500.00	6,695.00	6,065.00
Total Construction Amount		33,665.00	36,800.00	38,995.00	38,365.00

INSTRUCTION TO BIDDERS

To facilitate the Bidding Process and provide a fair and equitable means of evaluating all proposals, the following requirements are imposed on all contractors seeking to perform work under this program.

PROGRAM CONDITIONS

All submitting parties:

1. Are required to be currently licensed with the California Contractor's State License Board. All work must be performed in compliance with all applicable State Contractor Regulations regarding Contractor License Law and License Classifications.
2. Are required to be bonded and maintain adequate Workers Compensation Coverage and maintain General Liability Insurance. **If awarded a contract, contractor will be required to provide proof of general liability insurance with a minimum coverage of \$1,000,000 and listing the City as an additional insured on their policy.**
3. All Bid Submissions are to be completed on the attached "Work Description and Bid Proposal Form" Attachment "A." All items indicated must be bid upon. **Failure to bid on all items may disqualify your bid.**

If a contractor seeks to institute changes, or perform work other than that which is listed on the form, then an attachment indicating proposed changes should be enclosed. However, the original scope of work must still be bid upon for the submission to be considered a valid bid.

4. Must return a fully completed bid form directly to the homeowner, accompanied by a signed copy of this "Instruction to Bidders" to be considered valid. Any estimates not submitted directly to the homeowner will invalidate your bid.
5. To consider your bid complete, sign and return the bottom of this form and submit all of the following items:
 - Completed Work Description and Bid Proposal Form Attachment "A"
 - Copy of Contractor's License or Contractor's Card
 - Copy of Workers' Compensation Insurance
 - Copy of General Liability Insurance
 - Completed W-9 Form (enclosed)
6. Will receive notice of selection or non-selection of their bid proposal.

INCOMPLETE BID SUBMISSIONS WILL NOT BE CONSIDERED

PROGRAM INFORMATION

1. All selected contractors will be required to obtain a City of Paramount Business License. A photocopy must be submitted along with the first Invoice in order for the City to process the payment.
2. Neither deposits, nor down payments of any nature will be made for work performed under this program.
3. Any payments made under this program are subject to a 10% retention amount, payable upon completion of all Program Requirements, and, the expiration of a minimum mandatory 35 day hold period, as measured from the date of the recordation of a Notice of Completion.

If you have any questions regarding the work write-up or any specific program requirements, please contact Mr. Art Casañas on Mondays or Thursdays at (562) 220-3036.

I have read and understand the foregoing and wish to submit my bid for consideration.

AFFORDABLE Built CONSTRUCTION
Contractor's Name (Print Company Name)

683522
License No.

RON KRAIDHOF
Contractor's Representative (Print Name of Individual Signing Below)

B+C-36
License Classification(s)

R. K.
Contractor's Signature (Sign)

3/21/18
Date

**CITY OF PARAMOUNT
Residential Rehabilitation Program**

**WORK DESCRIPTION AND BID PROPOSAL FORM
ATTACHMENT "A"**

Name:	Blessing, Emily	Case No.:	RRP-634
Address:	8842 Vans St.	Tel. No.:	(562) 367-7781
City:	Paramount CA 90723	Date:	March 1, 2018

All work is to be done per City of Paramount building, planning and public works codes. In order to establish standards of quality, the detailed specifications may refer to a certain product by name and/or from a major manufacturer. This procedure is not to be construed as eliminating from competition of other product of equal or better quality by other manufacturers. The contractor shall finish the list of proposed desired substitutions prior to signing of the contract. All items listed on work write-up, unless otherwise specified, shall include all finish work, including all trim hardware, patching, and finish painting and/or staining. All overhead and profit should be included in each line item. All materials to be installed require owner(s) review and approval. Use of lead-based paint is prohibited. Removal or work on asbestos or lead containing materials is subject to applicable federal, state and local regulations. The selected contractor is responsible for the obtaining of all required approvals, permits, and inspections, and is required to possess a valid City of Paramount business license.

WORK DESCRIPTION AND STANDARD SPECIFICATIONS

REQUIRED ITEMS:

1. **Smoke & CO Detectors:**
Install new battery operated smoke detectors within every sleeping room, and one combination smoke and CO detector at a point centrally located in the corridor, hallway, or area giving access to each separate sleeping area in accordance with local building code.
2. **Ground Fault Circuit Interrupter:**
Install Ground-Fault Circuit-Interrupter (GFCI) protected receptacles in the Kitchen and Bathroom(s) (where the receptacles are installed to serve the countertop surfaces) and laundry area (where the receptacles are installed within six (6) feet of the outside edge of the sink, and on all exterior outlets where required. Installation of (GFCI) receptacles and/or circuit breakers shall be in accordance with local building code.
3. **Install New Water Heater:**
Contractor shall furnish and install new 40 gallon water heater. Furnish and install code complying venting, T&P valve with metal discharge line. Conceal piping and provide new gas and water valves, new copper supply lines and insulating wrap all per code. Provide a pressure relief valve. All water piping to be copper. Repair all holes and surfaces affected. Cap all unused lines at the source (per code) and out of sight. Contractor shall provide a new metal water heater shed.

ESTIMATE:

\$ 330.00

\$ 445.00

\$ 1990.00

4. Replace Wall Heater – 35,000 BTU:\$ 1850.⁰⁰

Remove and dispose of the existing wall heater located. Provide and install a new "Williams Top Vent Wall Furnace" (or approved equal), minimum 35,000 BTU gravity vented gas wall furnace and venting system. The new unit shall be a matchless push button piezo ignition unit with pilot and main burner automatic shut off. New furnace shall be mounted in a similar fashion as it currently exists.

Contractor shall supply all additional equipment, hardware and materials to assure proper installation of new unit. The new wall heater and flue collar shall be installed to meet the local building code. The size of the Unit (BTU's shall be adequate to provide comfort heating to the entire dwelling or area of coverage for the unit being replaced. Repair any wall damage due to the change out of the wall unit to match the existing conditions. Installation shall include an automatic set-back wall thermostat. Contractor shall provide the owner with instructions and training on the operation of the system, and with a manufacturer's warranty.

5. Electrical Panel Upgrade:\$ 3050.⁰⁰

Remove and dispose of the existing electrical service. Install one (1) new 200 AMP electrical service to meet current and local code. The new electrical service shall be single phase, 3 wire with ground, include a main disconnect, twelve (12) circuit bus panel board, meter socket, service riser and weather head, and all required fittings and connections for proper installation. Label all circuits. Install two (2) copper ground rods a minimum of 6'-0" apart and 8'-0" deep with brass bonding to cold water or gas pipes. Contractor shall confirm with Southern California Edison for correct meter location. All work shall be in performed in accordance with the local electrical code.

6. Kitchen Exhaust Fan:\$ 480.⁰⁰

Contractor shall provide and install a new ceiling mounted exhaust fan in the kitchen. Installation shall include the connection to the existing electrical system. The new exhaust fan shall be a Broan Ceiling Mounted Exhaust (or approved equal) unit capable of providing a minimum of number air changes per hour as required by the local building code. Contractor shall repair any damage to the finishing elements as a result of the installation of the new exhaust fan.

7. Bathroom Exhaust Fan:\$ 840.⁰⁰

Contractor shall provide and install a new ceiling mounted exhaust fan in the bathroom. Installation shall include the connection to the existing electrical system. The new exhaust fan shall be a Broan Ceiling Mounted Exhaust (or approved equal) unit capable of providing a minimum of number air changes per hour as required by the local building code. Contractor shall repair any damage to the finishing elements as a result of the installation of the new exhaust fan.

8. New Color Coat (dwelling):\$ 9120.⁰⁰

Contractor shall sand blast dwelling. Contractor shall repair all cracks on the exterior stucco. The contractor shall prepare and color-coat all areas that are currently finished with stucco on the dwelling and the garage. The owner shall select and approve color and finished texture prior to application by the contractor. The contractor shall clean all weep screeds to assure proper drainage is occurring through weep holes. Color to be approved by owner and City before application.

9. Foundation Vent Screens & Crawl Space Cover:\$ 240.00

Replace foundation vent screens throughout the house. New screens shall be standard grade vents and painted to match existing. Contractor shall install a new crawl space cover.

10. Exterior Paint-Trim areas:\$ 3250.00

Prepare all exterior trim of the dwelling and attached garage to receive fresh paint. Scrape, wire brush, patch and sand all surfaces to remove loose/flaking paint and to feather out all old paint edges. Apply at least one coat of primer to all bare or exposed wood and metal surfaces. Apply at least two (2) coats of exterior grade paint to include eaves, eave overhangs, rafter tails, posts, patio trellis, wrought iron supports, exterior exposure of entry doors, metal awnings and side gates, etc. The owner shall select and approve paint color(s) and finish prior to application. Color to be approved by owner and City before application.

Contractor shall provide and install fascia board where missing.

11. Replace Interior Water Piping (Re-Pipe – Copper):\$ 3620.00

Remove and dispose of all existing water lines within the dwelling. Install new copper water lines from the main entry point to dwelling to all interior fixtures including, but not limited to, the backyard hose bib, kitchen sink, bath tub/shower, bath sinks, toilets, laundry and water heater. Installation shall include replacement of all existing under-floor hot and cold supply lines, all hot and cold vertical risers, and all piping to existing fixtures (inclusive of water heater). The size and installation of the plumbing lines shall comply with current building code.

The contractor shall be responsible for patching, repairing and/or correcting any damage caused to the walls, ceilings, floor, etc. resulting from the replacement of the water lines. All finishing elements shall be left in a completed state to match the existing surfaces.

12. Front Entry Door-Dwelling:\$ 960.00

Remove and replace front entry door with a new code complying, "Stanley" (or equal), raised panel, entry door, to include a new entry lockset and 1" minimum throw matching single cylinder deadbolt lock assembly and bulb type weather-stripping. *The contractor shall provide the owner with an allowance of \$400.00 for the entry door.* The owner shall select and approve the doors prior to installation. Lockset shall be keyed like existing.

13. Replace Sliding Glass Door:\$ 2125.00

Remove and dispose of the existing sliding glass door. Replace door with a new ("Milgard" or equal) vinyl, dual glazed insulated sliding glass door, labeled with a minimum U-value of .75, a Solar Heat Gain Coefficient (SHGC) value of .4 or more, and Low E windows. New door shall include all required hardware, door lock, and a screen door. The new door shall match existing opening. The contractor shall repair any damage caused to either side of the existing wall or other finishing elements due to the change out of the door. The glass on the door shall be tempered in accordance with the local code. The owner shall select and approve doorframe color from samples provided by the contractor prior to the purchase of the door.

14. Replace Windows:\$ 6185.00

Remove and dispose of the existing windows throughout the dwelling. Install new "Milgard" (or equal) **nail-on**, vinyl, single-hung or bypass sliding, dual glazed, windows, labeled with a U-Value of .75, a Solar Heat Gain Coefficient (SHGC) value of .4 or more, and rated Low E, to match and insert into the existing openings. All bathroom windows shall have opaque glass. Secure the windows in a weather tight manner as required by the local building code and the manufacturer's specifications. Installation shall include all finishing elements associated with the replacement type windows including shoemold or other molding material on the interior and exterior side of the window frames. If existing, reinstall or replace any trim work. Repair all interior and exterior surfaces affected by this work and finish to match the surrounding surfaces. The contractor shall verify opening size and color before ordering windows. Installation of new windows shall include the installation of new removable screens on the windows. Contractor shall remove and all window security bars and patch/paint all holes. Contractor shall leave security bars in owners possession. The owner shall select and approve the color of the window frame and the grid style prior to the windows being ordered.

Note: Bedroom windows shall meet the minimum emergency escape/exiting requirements as per the local building code.

15. Re-Roof-Shingle:\$ 8640.00

Remove and dispose of all existing roof covering layers on the dwelling & attached garage. **Remove and replace any damaged roof sheathing and prepare to receive conventional asphalt shingles.** Install new 30lb. saturated felt base (ASTM), and new GAF Timberline Cool Color Series ENERGYSTAR (or approved equal) architectural shingle backed by a 40-year transferable warranty. Install new high profile hip and ridge cap SBS modified. The installation shall include all new sheet metal flashing where required - valleys, drip edges, roof jacks, pipe flashing, and vent caps. Seal all roof penetrations with appropriate mastic cement or sealant (blend as necessary) to insure integrity of the roof. Prep and finish all newly installed unfinished sheet metal in a color that complements new roof covering. The owner shall select and approve roofing materials and color prior to application. The contractor shall provide the owner with the manufacturer's warranty for materials upon completion of roof installation. To be installed according to the local code.

NOTES: Contractor to repair or replace all damaged sheathing, fascia, starter board and rafter tails as required prior to application of new roofing material. Contractor estimate should include sufficient allowance for **ALL** visible damaged wood replacement for all fascia board, shiplap, starter board and/or rafter tails.

PROJECT TOTAL:

\$ 43,125.00

NOTE: All work shall include the protection of dwelling, fixtures and furnishings, as well as maintaining the premises clean at all times. All debris resulting from any work conducted in connection with this contract shall be the property of the contractor, who is responsible for its timely removal and lawful disposal. Work site shall be maintained in a clean and orderly manner, and upon completion, property shall be left in a "broom clean" condition. **Under the guidelines for this program, homeowner(s) are responsible for the removal and replacement of rugs, draperies, coverings, and furniture as necessary.** NOTE: I HAVE REVIEWED THE ABOVE WORK DESCRIPTION AND SPECIFICATIONS AND UNDERSTAND THAT ANY CHANGES OR ADDITIONS MUST HAVE PRIOR APPROVAL BY THE CITY OF PARAMOUNT TO BE ELIGIBLE FOR FUNDING. I ALSO UNDERSTAND THAT THE TOTAL COST OF REPAIRS CANNOT EXCEED THE AMOUNT AWARDED BY THE REVIEW COMMITTEE, THEREFORE ALL ITEMS INCLUDED ON THE ABOVE LIST MAY NOT BE COMPLETED UNDER THIS PROGRAM.

Homeowner Signature:		Date:
Homeowner Signature:		Date:

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the work at the place where the work is to be completed, and having fully inspected the site in all particulars, hereby proposed and agree to fully perform the work within the time stated and in strict accordance with the proposed Contract Document including furnishing of any and all labor, materials, services necessary equipment and to do all work required to construct, and complete said work in accordance with the Contract Documents for the sum of money as indicated on the Work Description and Bid Proposal Form and summarized as follows:

forty-three thousand one hundred + twenty ^{FIVE} Dollars, (\$43,125.00)
 Price In Words Price In Numbers

If awarded the contract, the bidder agrees to present the following documents to the City of Paramount prior to the issuance of the Notice to Proceed: Valid certificates covering Property Damage and Liability including the City of Paramount as additionally insured, Worker's Compensation insurance, and a copy of a valid Contractor's License.

It is further agreed that if awarded this contract, 10% of all requested payouts would be retained until the project is completed to the approval of the owner and all approving agents. Completion of this project will require 60 calendar days.

Contractor: <u>RON KRUIDHOF</u>	Lic. No. & Class: <u>683522 B+C-36</u>
Signature: <u>[Signature]</u>	Phone No.: <u>(572) 421-6790</u>
Address: <u>2809 FLANGE ST LAKELAND, CA. 90712</u>	

To facilitate the Bidding Process and provide a fair and equitable means of evaluating all proposals, the following requirements are imposed on all contractors seeking to perform work under this program.

PROGRAM CONDITIONS

All submitting parties:

1. Are required to be currently licensed with the California Contractor's State License Board. All work must be performed in compliance with all applicable State Contractor Regulations regarding Contractor License Law and License Classifications.
2. Are required to be bonded and maintain adequate Workers Compensation Coverage and maintain General Liability Insurance. **If awarded a contract, contractor will be required to provide proof of general liability insurance with a minimum coverage of \$1,000,000 and listing the City as an additional insured on their policy.**
3. All Bid Submissions are to be completed on the attached "Work Description and Bid Proposal Form" Attachment "A." All items indicated must be bid upon. **Failure to bid on all items may disqualify your bid.**

If a contractor seeks to institute changes, or perform work other than that which is listed on the form, then an attachment indicating proposed changes should be enclosed. However, the original scope of work must still be bid upon for the submission to be considered a valid bid.

4. Must return a fully completed bid form directly to the homeowner, accompanied by a signed copy of this "Instruction to Bidders" to be considered valid. Any estimates not submitted directly to the homeowner will invalidate your bid.
5. To consider your bid complete, sign and return the bottom of this form and submit all of the following items:
 - Completed Work Description and Bid Proposal Form Attachment "A"
 - Copy of Contractor's License or Contractor's Card
 - Copy of Workers' Compensation Insurance
 - Copy of General Liability Insurance
 - Completed W-9 Form (enclosed)
6. Will receive notice of selection or non-selection of their bid proposal.

INCOMPLETE BID SUBMISSIONS WILL NOT BE CONSIDERED

PROGRAM INFORMATION

1. All selected contractors will be required to obtain a City of Paramount Business License. A photocopy must be submitted along with the first Invoice in order for the City to process the payment.
2. Neither deposits, nor down payments of any nature will be made for work performed under this program.
3. Any payments made under this program are subject to a 10% retention amount, payable upon completion of all Program Requirements, and, the expiration of a minimum mandatory 35 day hold period, as measured from the date of the recordation of a Notice of Completion.

If you have any questions regarding the work write-up or any specific program requirements, please contact Mr. Art Casañas on Mondays or Thursdays at (562) 220-3036.

I have read and understand the foregoing and wish to submit my bid for consideration.

VV & G CONSTRUCTION

Contractor's Name (Print Company Name)

970646 -B

License No.

Veronica Vasquez

Contractor's Representative (Print Name of Individual Signing Below)

B

License Classification(s)

Veronica Vasquez

Contractor's Signature (Sign)

3/14/2018

Date

CITY OF PARAMOUNT
Residential Rehabilitation Program

WORK DESCRIPTION AND BID PROPOSAL FORM
ATTACHMENT "A"

Name: Blessing, Emily	Case No.: RRP-634
Address: 8842 Vans St.	Tel. No.: (562) 367-7781
City: Paramount CA 90723	Date: March 1, 2018


All work is to be done per City of Paramount building, planning and public works codes. In order to establish standards of quality, the detailed specifications may refer to a certain product by name and/or from a major manufacturer. This procedure is not to be construed as eliminating from competition of other product of equal or better quality by other manufacturers. The contractor shall finish the list of proposed desired substitutions prior to signing of the contract. All items listed on work write-up, unless otherwise specified, shall include all finish work, including all trim hardware, patching, and finish painting and/or staining. All overhead and profit should be included in each line item. All materials to be installed require owner(s) review and approval. Use of lead-based paint is prohibited. Removal or work on asbestos or lead containing materials is subject to applicable federal, state and local regulations. The selected contractor is responsible for the obtaining of all required approvals, permits, and inspections, and is required to possess a valid City of Paramount business license.

WORK DESCRIPTION AND STANDARD SPECIFICATIONS

REQUIRED ITEMS:

ESTIMATE:

1. **Smoke & CO Detectors:** \$ 200.⁰⁰
Install new battery operated smoke detectors within every sleeping room, and one combination smoke and CO detector at a point centrally located in the corridor, hallway, or area giving access to each separate sleeping area in accordance with local building code.
2. **Ground Fault Circuit Interrupter:** \$ 300.⁰⁰
Install Ground-Fault Circuit-Interrupter (GFCI) protected receptacles in the Kitchen and Bathroom(s) (where the receptacles are installed to serve the countertop surfaces) and laundry area (where the receptacles are installed within six (6) feet of the outside edge of the sink, and on all exterior outlets where required. Installation of (GFCI) receptacles and/or circuit breakers shall be in accordance with local building code.
3. **Install New Water Heater:** \$ 1,850.⁰⁰
Contractor shall furnish and install new 40 gallon water heater. Furnish and install code complying venting, T&P valve with metal discharge line. Conceal piping and provide new gas and water valves, new copper supply lines and insulating wrap all per code. Provide a pressure relief valve. All water piping to be copper. Repair all holes and surfaces affected. Cap all unused lines at the source (per code) and out of sight. Contractor shall provide a new metal water heater shed. - New Concrete slab for water heater

4. **Replace Wall Heater – 35,000 BTU:** \$ 2,400.⁰⁰
Remove and dispose of the existing wall heater located. Provide and install a new "Williams Top Vent Wall Furnace" (or approved equal), minimum 35,000 BTU gravity vented gas wall furnace and venting system. The new unit shall be a matchless push button piezo ignition unit with pilot and main burner automatic shut off. New furnace shall be mounted in a similar fashion as it currently exists. Contractor shall supply all additional equipment, hardware and materials to assure proper installation of new unit. The new wall heater and flue collar shall be installed to meet the local building code. The size of the Unit (BTU's shall be adequate to provide comfort heating to the entire dwelling or area of coverage for the unit being replaced. Repair any wall damage due to the change out of the wall unit to match the existing conditions. Installation shall include an automatic set-back wall thermostat. Contractor shall provide the owner with instructions and training on the operation of the system, and with a manufacturer's warranty.
5. **Electrical Panel Upgrade:** *Connect Existing Rumpus Room to New Panel* \$ 3,250.⁰⁰
Remove and dispose of the existing electrical service. Install one (1) new 200 AMP electrical service to meet current and local code. The new electrical service shall be single phase, 3 wire with ground, include a main disconnect, twelve (12) circuit bus panel board, meter socket, service riser and weather head, and all required fittings and connections for proper installation. Label all circuits. Install two (2) copper ground rods a minimum of 6'-0" apart and 8'-0" deep with brass bonding to cold water or gas pipes. Contractor shall confirm with Southern California Edison for correct meter location. All work shall be in performed in accordance with the local electrical code.
6. **Kitchen Exhaust Fan:**  \$ 790.⁰⁰
Contractor shall provide and install a new ceiling mounted exhaust fan in the kitchen. Installation shall include the connection to the existing electrical system. The new exhaust fan shall be a Broan Ceiling Mounted Exhaust (or approved equal) unit capable of providing a minimum of number air changes per hour as required by the local building code. Contractor shall repair any damage to the finishing elements as a result of the installation of the new exhaust fan.
7. **Bathroom Exhaust Fan:** *ENERGY STAR • 50CFM* \$ 1,300.⁰⁰
(2)
Contractor shall provide and install a new ceiling mounted exhaust fan in the bathroom. Installation shall include the connection to the existing electrical system. The new exhaust fan shall be a Broan Ceiling Mounted Exhaust (or approved equal) unit capable of providing a minimum of number air changes per hour as required by the local building code. Contractor shall repair any damage to the finishing elements as a result of the installation of the new exhaust fan.
8. **New Color Coat (dwelling):** \$ 6,900.⁰⁰
Contractor shall sand blast dwelling. Contractor shall repair all cracks on the exterior stucco. The contractor shall prepare and color-coat all areas that are currently finished with stucco on the dwelling and the garage. The owner shall select and approve color and finished texture prior to application by the contractor. The contractor shall clean all weep screeds to assure proper drainage is occurring through weep holes. Color to be approved by owner and City before application.

9. **Foundation Vent Screens & Crawl Space Cover:** \$ 550.⁰⁰
Replace foundation vent screens throughout the house. New screens shall be standard grade vents and painted to match existing. Contractor shall install a new crawl space cover.
10. **Exterior Paint-Trim areas:** \$ 3,300.⁰⁰
Prepare all exterior trim of the dwelling and attached garage to receive fresh paint. Scrape, wire brush, patch and sand all surfaces to remove loose/flaking paint and to feather out all old paint edges. Apply at least one coat of primer to all bare or exposed wood and metal surfaces. Apply at least two (2) coats of exterior grade paint to include eaves, eave overhangs, rafter tails, posts, patio trellis, wrought iron supports, exterior exposure of entry doors, metal awnings and side gates, etc. The owner shall select and approve paint color(s) and finish prior to application. Color to be approved by owner and City before application.
- Contractor shall provide and install fascia board where missing.*
11. **Replace Interior Water Piping (Re-Pipe – Copper):** \$ 5,900.⁰⁰
Remove and dispose of all existing water lines within the dwelling. Install new copper water lines from the main entry point to dwelling to all interior fixtures including, but not limited to, the backyard hose bib, kitchen sink, bath tub/shower, bath sinks, toilets, laundry and water heater. Installation shall include replacement of all existing under-floor hot and cold supply lines, all hot and cold vertical risers, and all piping to existing fixtures (inclusive of water heater). The size and installation of the plumbing lines shall comply with current building code. The contractor shall be responsible for patching, repairing and/or correcting any damage caused to the walls, ceilings, floor, etc. resulting from the replacement of the water lines. All finishing elements shall be left in a completed state to match the existing surfaces.
12. **Front Entry Door-Dwelling:** \$ 850.⁰⁰
Remove and replace front entry door with a new code complying, "Stanley" (or equal), raised panel, entry door, to include a new entry lockset and 1" minimum throw matching single cylinder deadbolt lock assembly and bulb type weather-stripping. *The contractor shall provide the owner with an allowance of \$400.00 for the entry door.* The owner shall select and approve the doors prior to installation. Lockset shall be keyed like existing.
13. **Replace Sliding Glass Door:** \$ 2,400.⁰⁰
Remove and dispose of the existing sliding glass door. Replace door with a new ("Milgard" or equal) vinyl, dual glazed insulated sliding glass door, labeled with a minimum U-value of .75, a Solar Heat Gain Coefficient (SHGC) value of .4 or more, and Low E windows. New door shall include all required hardware, door lock, and a screen door. The new door shall match existing opening. The contractor shall repair any damage caused to either side of the existing wall or other finishing elements due to the change out of the door. The glass on the door shall be tempered in accordance with the local code. The owner shall select and approve doorframe color from samples provided by the contractor prior to the purchase of the door.

14. Replace Windows:\$ 7,860.⁰⁰

Remove and dispose of the existing windows throughout the dwelling. Install new "Milgard" (or equal) **nail-on**, vinyl, single-hung or bypass sliding, dual glazed, windows, labeled with a U-Value of .75, a Solar Heat Gain Coefficient (**SHGC**) value of .4 or more, and rated Low E, to match and insert into the existing openings. All bathroom windows shall have opaque glass. Secure the windows in a weather tight manner as required by the local building code and the manufacturer's specifications. Installation shall include all finishing elements associated with the replacement type windows including shoemold or other molding material on the interior and exterior side of the window frames. If existing, reinstall or replace any trim work. Repair all interior and exterior surfaces affected by this work and finish to match the surrounding surfaces. The contractor shall verify opening size and color before ordering windows. Installation of new windows shall include the installation of new removable screens on the windows. Contractor shall remove and all window security bars and patch/paint all holes. Contractor shall leave security bars in owners possession. The owner shall select and approve the color of the window frame and the grid style prior to the windows being ordered.

Note: Bedroom windows shall meet the minimum emergency escape/exiting requirements as per the local building code.

15. Re-Roof-Shingle:\$ 10,850.⁰⁰

Remove and dispose of all existing roof covering layers on the dwelling & attached garage. **Remove and replace any damaged roof sheathing and prepare to receive conventional asphalt shingles.** Install new 30lb. saturated felt base (ASTM), and new GAF Timberline Cool Color Series ENERGYSTAR (or approved equal) architectural shingle backed by a 40-year transferable warranty. Install new high profile hip and ridge cap SBS modified. The installation shall include all new sheet metal flashing where required - valleys, drip edges, roof jacks, pipe flashing, and vent caps. Seal all roof penetrations with appropriate mastic cement or sealant (blend as necessary) to insure integrity of the roof. Prep and finish all newly installed unfinished sheet metal in a color that complements new roof covering. The owner shall select and approve roofing materials and color prior to application. The contractor shall provide the owner with the manufacturer's warranty for materials upon completion of roof installation. To be installed according to the local code.

NOTES: Contractor to repair or replace all damaged sheathing, fascia, starter board and rafter tails as required prior to application of new roofing material. Contractor estimate should include sufficient allowance for **ALL** visible damaged wood replacement for all fascia board, shiplap, starter board and/or rafter tails.

PROJECT TOTAL: \$ 48,700.⁰⁰

NOTE: All work shall include the protection of dwelling, fixtures and furnishings, as well as maintaining the premises clean at all times. All debris resulting from any work conducted in connection with this contract shall be the property of the contractor, who is responsible for its timely removal and lawful disposal. Work site shall be maintained in a clean and orderly manner, and upon completion, property shall be left in a "broom clean" condition. **Under the guidelines for this program, homeowner(s) are responsible for the removal and replacement of rugs, draperies, coverings, and furniture as necessary.** NOTE: I HAVE REVIEWED THE ABOVE WORK DESCRIPTION AND SPECIFICATIONS AND UNDERSTAND THAT ANY CHANGES OR ADDITIONS MUST HAVE PRIOR APPROVAL BY THE CITY OF PARAMOUNT TO BE ELIGIBLE FOR FUNDING. I ALSO UNDERSTAND THAT THE TOTAL COST OF REPAIRS CANNOT EXCEED THE AMOUNT AWARDED BY THE REVIEW COMMITTEE, THEREFORE ALL ITEMS INCLUDED ON THE ABOVE LIST MAY NOT BE COMPLETED UNDER THIS PROGRAM.

Homeowner Signature:	Date:
Homeowner Signature:	Date:

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the work at the place where the work is to be completed, and having fully inspected the site in all particulars, hereby proposed and agree to fully perform the work within the time stated and in strict accordance with the proposed Contract Document including furnishing of any and all labor, materials, services necessary equipment and to do all work required to construct, and complete said work in accordance with the Contract Documents for the sum of money as indicated on the Work Description and Bid Proposal Form and summarized as follows:

Forty Eight Thousand Seven Hundred Dollars, (\$ 48,700.⁰⁰)
Price In Words Price In Numbers

If awarded the contract, the bidder agrees to present the following documents to the City of Paramount prior to the issuance of the Notice to Proceed: Valid certificates covering Property Damage and Liability including the City of Paramount as additionally insured, Worker's Compensation insurance, and a copy of a valid Contractor's License.

It is further agreed that if awarded this contract, 10% of all requested payouts would be retained until the project is completed to the approval of the owner and all approving agents. Completion of this project will require 45 calendar days.

Contractor: VV & G CONSTRUCTION	Lic. No. & Class: 970646 - B
Signature: <i>Veronica V. G.</i>	Phone No.: (323) 343-8720
Address: 4560 Yellowstone Street, Los Angeles, CA 90032	

Emily Blessing

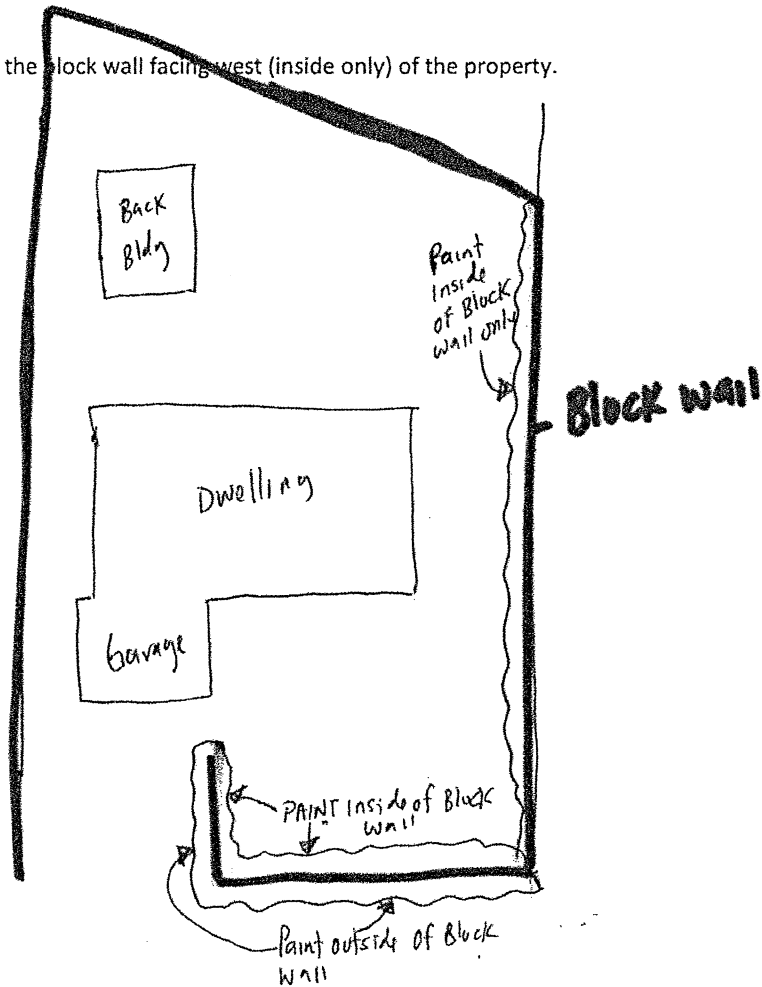
8842 Vans St., Paramount, CA 90723

ADDENDUM:

1. BLOCK WALL

\$2,860.00

- I propose to paint the block wall facing north (inside and outside) of the property.
- I propose to paint the block wall facing west (inside only) of the property.



To facilitate the Bidding Process and provide a fair and equitable means of evaluating all proposals, the following requirements are imposed on all contractors seeking to perform work under this program.

PROGRAM CONDITIONS

All submitting parties:

1. Are required to be currently licensed with the California Contractor's State License Board. All work must be performed in compliance with all applicable State Contractor Regulations regarding Contractor License Law and License Classifications.
2. Are required to be bonded and maintain adequate Workers Compensation Coverage and maintain General Liability Insurance. **If awarded a contract, contractor will be required to provide proof of general liability insurance with a minimum coverage of \$1,000,000 and listing the City as an additional insured on their policy.**
3. All Bid Submissions are to be completed on the attached "Work Description and Bid Proposal Form" Attachment "A." All items indicated must be bid upon. **Failure to bid on all items may disqualify your bid.**

If a contractor seeks to institute changes, or perform work other than that which is listed on the form, then an attachment indicating proposed changes should be enclosed. However, the original scope of work must still be bid upon for the submission to be considered a valid bid.

4. Must return a fully completed bid form directly to the homeowner, accompanied by a signed copy of this "Instruction to Bidders" to be considered valid. Any estimates not submitted directly to the homeowner will invalidate your bid.
5. To consider your bid complete, sign and return the bottom of this form and submit all of the following items:
 - Completed Work Description and Bid Proposal Form Attachment "A"
 - Copy of Contractor's License or Contractor's Card
 - Copy of Workers' Compensation Insurance
 - Copy of General Liability Insurance
 - Completed W-9 Form (enclosed)
6. Will receive notice of selection or non-selection of their bid proposal.

INCOMPLETE BID SUBMISSIONS WILL NOT BE CONSIDERED

PROGRAM INFORMATION

1. All selected contractors will be required to obtain a City of Paramount Business License. A photocopy must be submitted along with the first Invoice in order for the City to process the payment.
2. Neither deposits, nor down payments of any nature will be made for work performed under this program.
3. Any payments made under this program are subject to a 10% retention amount, payable upon completion of all Program Requirements, and, the expiration of a minimum mandatory 35 day hold period, as measured from the date of the recordation of a Notice of Completion.

If you have any questions regarding the work write-up or any specific program requirements, please contact Mr. Art Casañas on Mondays or Thursdays at (562) 220-3036.

I have read and understand the foregoing and wish to submit my bid for consideration.

Bashford Enterprises
Contractor's Name (Print Company Name)

319112
License No.

Jack D. Bashford
Contractor's Representative (Print Name of Individual Signing Below)

B
License Classification(s)

Jack D. Bashford
Contractor's Signature (Sign)

March 13-18
Date

City

**CITY OF PARAMOUNT
Residential Rehabilitation Program**

**WORK DESCRIPTION AND BID PROPOSAL FORM
ATTACHMENT "A"**

Name: Blessing, Emily	Case No.: RRP-634
Address: 8842 Vans St.	Tel. No.: (562) 367-7781
City: Paramount CA 90723	Date: March 1, 2018

All work is to be done per City of Paramount building, planning and public works codes. In order to establish standards of quality, the detailed specifications may refer to a certain product by name and/or from a major manufacturer. This procedure is not to be construed as eliminating from competition of other product of equal or better quality by other manufacturers. The contractor shall finish the list of proposed desired substitutions prior to signing of the contract. All items listed on work write-up, unless otherwise specified, shall include all finish work, including all trim hardware, patching, and finish painting and/or staining. All overhead and profit should be included in each line item. All materials to be installed require owner(s) review and approval. Use of lead-based paint is prohibited. Removal or work on asbestos or lead containing materials is subject to applicable federal, state and local regulations. The selected contractor is responsible for the obtaining of all required approvals, permits, and inspections, and is required to possess a valid City of Paramount business license.

WORK DESCRIPTION AND STANDARD SPECIFICATIONS

REQUIRED ITEMS:

ESTIMATE:

1. Smoke & CO Detectors:

Install new battery operated smoke detectors within every sleeping room, and one combination smoke and CO detector at a point centrally located in the corridor, hallway, or area giving access to each separate sleeping area in accordance with local building code.

\$ 272-

2. Ground Fault Circuit Interrupter:

Install Ground-Fault Circuit-Interrupter (GFCI) protected receptacles in the Kitchen and Bathroom(s) (where the receptacles are installed to serve the countertop surfaces) and laundry area (where the receptacles are installed within six (6) feet of the outside edge of the sink, and on all exterior outlets where required. Installation of (GFCI) receptacles and/or circuit breakers shall be in accordance with local building code.

\$ 318-

3. Install New Water Heater:

Contractor shall furnish and install new 40 gallon water heater. Furnish and install code complying venting, T&P valve with metal discharge line. Conceal piping and provide new gas and water valves, new copper supply lines and insulating wrap all per code. Provide a pressure relief valve. All water piping to be copper. Repair all holes and surfaces affected. Cap all unused lines at the source (per code) and out of sight. Contractor shall provide a new metal water heater shed.

\$ 2382 -
note

4. Replace Wall Heater – 35,000 BTU:

Remove and dispose of the existing wall heater located. Provide and install a new "Williams Top Vent Wall Furnace" (or approved equal), minimum 35,000 BTU gravity vented gas wall furnace and venting system. The new unit shall be a matchless push button piezo ignition unit with pilot and main burner automatic shut off. New furnace shall be mounted in a similar fashion as it currently exists. Contractor shall supply all additional equipment, hardware and materials to assure proper installation of new unit. The new wall heater and flue collar shall be installed to meet the local building code. The size of the Unit (BTU's shall be adequate to provide comfort heating to the entire dwelling or area of coverage for the unit being replaced. Repair any wall damage due to the change out of the wall unit to match the existing conditions. Installation shall include an automatic set-back wall thermostat. Contractor shall provide the owner with instructions and training on the operation of the system, and with a manufacturer's warranty.

\$ 2960-**5. Electrical Panel Upgrade:**

Remove and dispose of the existing electrical service. Install one (1) new 200 AMP electrical service to meet current and local code. The new electrical service shall be single phase, 3 wire with ground, include a main disconnect, twelve (12) circuit bus panel board, meter socket, service riser and weather head, and all required fittings and connections for proper installation. Label all circuits. Install two (2) copper ground rods a minimum of 6'-0" apart and 8'-0" deep with brass bonding to cold water or gas pipes. Contractor shall confirm with Southern California Edison for correct meter location. All work shall be in performed in accordance with the local electrical code.

\$ 3491-
note**6. Kitchen Exhaust Fan:**

Contractor shall provide and install a new ceiling mounted exhaust fan in the kitchen. Installation shall include the connection to the existing electrical system. The new exhaust fan shall be a Broan Ceiling Mounted Exhaust (or approved equal) unit capable of providing a minimum of number air changes per hour as required by the local building code. Contractor shall repair any damage to the finishing elements as a result of the installation of the new exhaust fan.

\$ 276-**7. Bathroom Exhaust Fan:**

Contractor shall provide and install a new ceiling mounted exhaust fan in the bathroom. Installation shall include the connection to the existing electrical system. The new exhaust fan shall be a Broan Ceiling Mounted Exhaust (or approved equal) unit capable of providing a minimum of number air changes per hour as required by the local building code. Contractor shall repair any damage to the finishing elements as a result of the installation of the new exhaust fan.

\$ 915-
Note**8. New Color Coat (dwelling):**

Contractor shall sand blast dwelling. Contractor shall repair all cracks on the exterior stucco. The contractor shall prepare and color-coat all areas that are currently finished with stucco on the dwelling and the garage. The owner shall select and approve color and finished texture prior to application by the contractor. The contractor shall clean all weep screeds to assure proper drainage is occurring through weep holes. Color to be approved by owner and City before application.

\$ 5678-
Note

Lace finish

9. Foundation Vent Screens & Crawl Space Cover:

Replace foundation vent screens throughout the house. New screens shall be standard grade vents and painted to match existing. Contractor shall install a new crawl space cover.

\$ 875 -**10. Exterior Paint-Trim areas:**

Prepare all exterior trim of the dwelling and attached garage to receive fresh paint. Scrape, wire brush, patch and sand all surfaces to remove loose/flaking paint and to feather out all old paint edges. Apply at least one coat of primer to all bare or exposed wood and metal surfaces. Apply at least two (2) coats of exterior grade paint to include eaves, eave overhangs, rafter tails, posts, patio trellis, wrought iron supports, exterior exposure of entry doors, metal awnings and side gates, etc. The owner shall select and approve paint color(s) and finish prior to application. Color to be approved by owner and City before application.

\$ 3365 -
note.

Contractor shall provide and install fascia board where missing.

11. Replace Interior Water Piping (Re-Pipe - Copper):

Remove and dispose of all existing water lines within the dwelling. Install new copper water lines from the main entry point to dwelling to all interior fixtures including, but not limited to, the backyard hose bib, kitchen sink, bath tub/shower, bath sinks, toilets, laundry and water heater. Installation shall include replacement of all existing under-floor hot and cold supply lines, all hot and cold vertical risers, and all piping to existing fixtures (inclusive of water heater). The size and installation of the plumbing lines shall comply with current building code. The contractor shall be responsible for patching, repairing and/or correcting any damage caused to the walls, ceilings, floor, etc. resulting from the replacement of the water lines. All finishing elements shall be left in a completed state to match the existing surfaces.

\$ 8334 -**12. Front Entry Door-Dwelling:**

Remove and replace front entry door with a new code complying, "Stanley" (or equal), raised panel, entry door, to include a new entry lockset and 1" minimum throw matching single cylinder deadbolt lock assembly and bulb type weatherstripping. *The contractor shall provide the owner with an allowance of \$400.00 for the entry door.* The owner shall select and approve the doors prior to installation. Lockset shall be keyed like existing.

\$ 1182 -**13. Replace Sliding Glass Door:**

Remove and dispose of the existing sliding glass door. Replace door with a new ("Milgard" or equal) vinyl, dual glazed insulated sliding glass door, labeled with a minimum U-value of .75, a Solar Heat Gain Coefficient (SHGC) value of .4 or more, and Low E windows. New door shall include all required hardware, door lock, and a screen door. The new door shall match existing opening. The contractor shall repair any damage caused to either side of the existing wall or other finishing elements due to the change out of the door. The glass on the door shall be tempered in accordance with the local code. The owner shall select and approve doorframe color from samples provided by the contractor prior to the purchase of the door.

\$ 2175 -

14. Replace Windows:\$ 8226-

Remove and dispose of the existing windows throughout the dwelling. Install new "Milgard" (or equal) **nail-on**, vinyl, single-hung or bypass sliding, dual glazed, windows, labeled with a U-Value of .75, a Solar Heat Gain Coefficient (SHGC) value of .4 or more, and rated Low E, to match and insert into the existing openings. All bathroom windows shall have opaque glass. Secure the windows in a weather tight manner as required by the local building code and the manufacturer's specifications. Installation shall include all finishing elements associated with the replacement type windows including shoemold or other molding material on the interior and exterior side of the window frames. If existing, reinstall or replace any trim work. Repair all interior and exterior surfaces affected by this work and finish to match the surrounding surfaces. The contractor shall verify opening size and color before ordering windows. Installation of new windows shall include the installation of new removable screens on the windows. Contractor shall remove and all window security bars and patch/paint all holes. Contractor shall leave security bars in owners possession. The owner shall select and approve the color of the window frame and the grid style prior to the windows being ordered.

Note: Bedroom windows shall meet the minimum emergency escape/exiting requirements as per the local building code.

15. Re-Roof-Shingle:\$ 11 808-
note

Remove and dispose of all existing roof covering layers on the dwelling & attached garage. **Remove and replace any damaged roof sheathing and prepare to receive conventional asphalt shingles.** Install new 30lb. saturated felt base (ASTM), and new GAF Timberline Cool Color Series ENERGYSTAR (or approved equal) architectural shingle backed by a 40-year transferable warranty. Install new high profile hip and ridge cap SBS modified. The installation shall include all new sheet metal flashing where required - valleys, drip edges, roof jacks, pipe flashing, and vent caps. Seal all roof penetrations with appropriate mastic cement or sealant (blend as necessary) to insure integrity of the roof. Prep and finish all newly installed unfinished sheet metal in a color that complements new roof covering. The owner shall select and approve roofing materials and color prior to application. The contractor shall provide the owner with the manufacturer's warranty for materials upon completion of roof installation. To be installed according to the local code.

NOTES: Contractor to repair or replace all damaged sheathing, fascia, starter board and rafter tails as required prior to application of new roofing material. Contractor estimate should include sufficient allowance for ALL visible damaged wood replacement for all fascia board, shiplap, starter board and/or rafter tails.

PROJECT TOTAL: \$ 52,257⁰⁰

NOTE: All work shall include the protection of dwelling, fixtures and furnishings, as well as maintaining the premises clean at all times. All debris resulting from any work conducted in connection with this contract shall be the property of the contractor, who is responsible for its timely removal and lawful disposal. Work site shall be maintained in a clean and orderly manner, and upon completion, property shall be left in a "broom clean" condition. **Under the guidelines for this program, homeowner(s) are responsible for the removal and replacement of rugs, draperies, coverings, and furniture as necessary.** NOTE: I HAVE REVIEWED THE ABOVE WORK DESCRIPTION AND SPECIFICATIONS AND UNDERSTAND THAT ANY CHANGES OR ADDITIONS MUST HAVE PRIOR APPROVAL BY THE CITY OF PARAMOUNT TO BE ELIGIBLE FOR FUNDING. I ALSO UNDERSTAND THAT THE TOTAL COST OF REPAIRS CANNOT EXCEED THE AMOUNT AWARDED BY THE REVIEW COMMITTEE, THEREFORE ALL ITEMS INCLUDED ON THE ABOVE LIST MAY NOT BE COMPLETED UNDER THIS PROGRAM.

Homeowner Signature:	Date:
Homeowner Signature:	Date:

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the work at the place where the work is to be completed, and having fully inspected the site in all particulars, hereby proposed and agree to fully perform the work within the time stated and in strict accordance with the proposed Contract Document including furnishing of any and all labor, materials, services necessary equipment and to do all work required to construct, and complete said work in accordance with the Contract Documents for the sum of money as indicated on the Work Description and Bid Proposal Form and summarized as follows:

Fifty Two Thousand Two Hundred Fifty Seven Dollars, (\$ 52,257⁰⁰)
Price In Words *Price In Numbers*

If awarded the contract, the bidder agrees to present the following documents to the City of Paramount prior to the issuance of the Notice to Proceed: Valid certificates covering Property Damage and Liability including the City of Paramount as additionally insured, Worker's Compensation insurance, and a copy of a valid Contractor's License.

It is further agreed that if awarded this contract, 10% of all requested payouts would be retained until the project is completed to the approval of the owner and all approving agents. Completion of this project will require _____ calendar days.

Contractor: <i>Brashford Enterprises</i>	Lic. No. & Class: <i>319112 B</i>
Signature: <i>Jack V Bonfai</i>	Phone No.: <i>626 7058197</i>
Address: <i>12155 Pinetville st. El Monte Calif</i>	

City of Paramount Housing Rehabilitation Program

Contractor notes.....from Bashford

**Item #3...price includes moving water heater out of way for sandblasting and stucco
...then install new one back against house with shed..**

**Item #5...item price is for panel box in same location ...with patching.....IF
PANEL BOX GETS MOVED....add \$ 500.00 to item...**

**Item#7....this item price will be same cost to do humidity control exhaust fan in
2nd bathroom....**

**Item #8....when doing new color coat the finish will be lace....
>>>>if you want to patch and paint stucco cost would be \$ 1980.00..
>>>> to paint the perimeter wall to gate...cost is \$ 575.00...**

Item #10....this item includes bad wood....

**Item #15....if 1 x 6 sheeting with a ½ inch gap is not allowed for roof base..
...ADD \$ 2599.00 TO ITEM to sheet it with plywood...**

**>>>>>>>IF ROOF GETS REMOVED FROM JOB...ADD BACK IN \$ 2650.00
FOR ALL THE BAD WOOD AT ROOF LINE...**

OPTION>>>>>> to stucco the perimeter wall to gate.....\$ 1412.00

**PROJECT NAME.....Emily Blessing.....NOTES TO WORK WRITE UP
ADDRESS.....8842 Vans St**

To facilitate the Bidding Process and provide a fair and equitable means of evaluating all proposals, the following requirements are imposed on all contractors seeking to perform work under this program.

PROGRAM CONDITIONS

All submitting parties:

1. Are required to be currently licensed with the California Contractor's State License Board. All work must be performed in compliance with all applicable State Contractor Regulations regarding Contractor License Law and License Classifications.
2. Are required to be bonded and maintain adequate Workers Compensation Coverage and maintain General Liability Insurance. **If awarded a contract, contractor will be required to provide proof of general liability insurance with a minimum coverage of \$1,000,000 and listing the City as an additional insured on their policy.**
3. All Bid Submissions are to be completed on the attached "Work Description and Bid Proposal Form" Attachment "A." All items indicated must be bid upon. **Failure to bid on all items may disqualify your bid.**

If a contractor seeks to institute changes, or perform work other than that which is listed on the form, then an attachment indicating proposed changes should be enclosed. However, the original scope of work must still be bid upon for the submission to be considered a valid bid.

4. Must return a fully completed bid form directly to the homeowner, accompanied by a signed copy of this "Instruction to Bidders" to be considered valid. Any estimates not submitted directly to the homeowner will invalidate your bid.
5. To consider your bid complete, sign and return the bottom of this form and submit all of the following items:
 - Completed Work Description and Bid Proposal Form Attachment "A"
 - Copy of Contractor's License or Contractor's Card
 - Copy of Workers' Compensation Insurance
 - Copy of General Liability Insurance
 - Completed W-9 Form (enclosed)
6. Will receive notice of selection or non-selection of their bid proposal.

INCOMPLETE BID SUBMISSIONS WILL NOT BE CONSIDERED

PROGRAM INFORMATION

1. All selected contractors will be required to obtain a City of Paramount Business License. A photocopy must be submitted along with the first Invoice in order for the City to process the payment.
2. Neither deposits, nor down payments of any nature will be made for work performed under this program.
3. Any payments made under this program are subject to a 10% retention amount, payable upon completion of all Program Requirements, and, the expiration of a minimum mandatory 35 day hold period, as measured from the date of the recordation of a Notice of Completion.

If you have any questions regarding the work write-up or any specific program requirements, please contact Mr. Art Casañas on Mondays or Thursdays at (562) 220-3036.

I have read and understand the foregoing and wish to submit my bid for consideration.

CAL-Home Remodeling, Inc
Contractor's Name (Print Company Name)

891028
License No.

Rigoberto Ochon
Contractor's Representative (Print Name of Individual Signing Below)

B
License Classification(s)

[Signature]
Contractor's Signature (Sign)

3/20/18
Date

CITY OF PARAMOUNT
Residential Rehabilitation Program

WORK DESCRIPTION AND BID PROPOSAL FORM
ATTACHMENT "A"

Name: Blessing, Emily	Case No.: RRP-634
Address: 8842 Vans St	Tel. No.: (562) 367-7781
City: Paramount CA 90723	Date: March 1, 2018

All work is to be done per City of Paramount building, planning and public works codes. In order to establish standards of quality, the detailed specifications may refer to a certain product by name and/or from a major manufacturer. This procedure is not to be construed as eliminating from competition of other product of equal or better quality by other manufacturers. The contractor shall finish the list of proposed desired substitutions prior to signing of the contract. All items listed on work write-up, unless otherwise specified, shall include all finish work, including all trim hardware, patching, and finish painting and/or staining. All overhead and profit should be included in each line item. All materials to be installed require owner(s) review and approval. Use of lead-based paint is prohibited. Removal or work on asbestos or lead containing materials is subject to applicable federal, state and local regulations. The selected contractor is responsible for the obtaining of all required approvals, permits, and inspections, and is required to possess a valid City of Paramount business license.

WORK DESCRIPTION AND STANDARD SPECIFICATIONS

REQUIRED ITEMS:

ESTIMATE:

1. **Smoke & CO Detectors:** \$ 360
Install new battery operated smoke detectors within every sleeping room, and one combination smoke and CO detector at a point centrally located in the corridor, hallway, or area giving access to each separate sleeping area in accordance with local building code.
2. **Ground Fault Circuit Interrupter:** \$ 840
Install Ground-Fault Circuit-Interrupter (GFCI) protected receptacles in the Kitchen and Bathroom(s) (where the receptacles are installed to serve the countertop surfaces) and laundry area (where the receptacles are installed within six (6) feet of the outside edge of the sink, and on all exterior outlets where required. Installation of (GFCI) receptacles and/or circuit breakers shall be in accordance with local building code.
3. **Install New Water Heater:** \$ 2000
Contractor shall furnish and install new 40 gallon water heater. Furnish and install code complying venting, T&P valve with metal discharge line. Conceal piping and provide new gas and water valves, new copper supply lines and insulating wrap all per code. Provide a pressure relief valve. All water piping to be copper. Repair all holes and surfaces affected. Cap all unused lines at the source (per code) and out of sight. Contractor shall provide a new metal water heater shed.

4. Replace Wall Heater – 35,000 BTU:\$ 2,200

Remove and dispose of the existing wall heater located. Provide and install a new "Williams Top Vent Wall Furnace" (or approved equal), minimum 35,000 BTU gravity vented gas wall furnace and venting system. The new unit shall be a matchless push button piezo ignition unit with pilot and main burner automatic shut off. New furnace shall be mounted in a similar fashion as it currently exists.

Contractor shall supply all additional equipment, hardware and materials to assure proper installation of new unit. The new wall heater and flue collar shall be installed to meet the local building code. The size of the Unit (BTU's shall be adequate to provide comfort heating to the entire dwelling or area of coverage for the unit being replaced. Repair any wall damage due to the change out of the wall unit to match the existing conditions. Installation shall include an automatic set-back wall thermostat. Contractor shall provide the owner with instructions and training on the operation of the system, and with a manufacturer's warranty.

5. Electrical Panel Upgrade:\$ 3,500

Remove and dispose of the existing electrical service. Install one (1) new 200 AMP electrical service to meet current and local code. The new electrical service shall be single phase, 3 wire with ground, include a main disconnect, twelve (12) circuit bus panel board, meter socket, service riser and weather head, and all required fittings and connections for proper installation. Label all circuits. Install two (2) copper ground rods a minimum of 6'-0" apart and 8'-0" deep with brass bonding to cold water or gas pipes. Contractor shall confirm with Southern California Edison for correct meter location. All work shall be in performed in accordance with the local electrical code.

6. Kitchen Exhaust Fan:\$ 800

Contractor shall provide and install a new ceiling mounted exhaust fan in the kitchen. Installation shall include the connection to the existing electrical system. The new exhaust fan shall be a Broan Ceiling Mounted Exhaust (or approved equal) unit capable of providing a minimum of number air changes per hour as required by the local building code. Contractor shall repair any damage to the finishing elements as a result of the installation of the new exhaust fan.

7. Bathroom Exhaust Fan:\$ 650

Contractor shall provide and install a new ceiling mounted exhaust fan in the bathroom. Installation shall include the connection to the existing electrical system. The new exhaust fan shall be a Broan Ceiling Mounted Exhaust (or approved equal) unit capable of providing a minimum of number air changes per hour as required by the local building code. Contractor shall repair any damage to the finishing elements as a result of the installation of the new exhaust fan.

8. New Color Coat (dwelling):\$ 5,900

Contractor shall sand blast dwelling. Contractor shall repair all cracks on the exterior stucco. The contractor shall prepare and color-coat all areas that are currently finished with stucco on the dwelling and the garage. The owner shall select and approve color and finished texture prior to application by the contractor. The contractor shall clean all weep screeds to assure proper drainage is occurring through weep holes. Color to be approved by owner and City before application.

9. **Foundation Vent Screens & Crawl Space Cover:** \$ 575
Replace foundation vent screens throughout the house. New screens shall be standard grade vents and painted to match existing. Contractor shall install a new crawl space cover.
10. **Exterior Paint-Trim areas:** \$ 3,250
Prepare all exterior trim of the dwelling and attached garage to receive fresh paint. Scrape, wire brush, patch and sand all surfaces to remove loose/flaking paint and to feather out all old paint edges. Apply at least one coat of primer to all bare or exposed wood and metal surfaces. Apply at least two (2) coats of exterior grade paint to include eaves, eave overhangs, rafter tails, posts, patio trellis, wrought iron supports, exterior exposure of entry doors, metal awnings and side gates, etc. The owner shall select and approve paint color(s) and finish prior to application. Color to be approved by owner and City before application.

Contractor shall provide and install fascia board where missing.
11. **Replace Interior Water Piping (Re-Pipe – Copper):** \$ 6,950
Remove and dispose of all existing water lines within the dwelling. Install new copper water lines from the main entry point to dwelling to all interior fixtures including, but not limited to, the backyard hose bib, kitchen sink, bath tub/shower, bath sinks, toilets, laundry and water heater. Installation shall include replacement of all existing under-floor hot and cold supply lines, all hot and cold vertical risers, and all piping to existing fixtures (inclusive of water heater). The size and installation of the plumbing lines shall comply with current building code. The contractor shall be responsible for patching, repairing and/or correcting any damage caused to the walls, ceilings, floor, etc. resulting from the replacement of the water lines. All finishing elements shall be left in a completed state to match the existing surfaces.
12. **Front Entry Door-Dwelling:** \$ 1,185
Remove and replace front entry door with a new code complying, "Stanley" (or equal), raised panel, entry door, to include a new entry lockset and 1" minimum throw matching single cylinder deadbolt lock assembly and bulb type weather-stripping. *The contractor shall provide the owner with an allowance of \$400.00 for the entry door.* The owner shall select and approve the doors prior to installation. Lockset shall be keyed like existing.
13. **Replace Sliding Glass Door:** \$ 1,900
Remove and dispose of the existing sliding glass door. Replace door with a new ("Milgard" or equal) vinyl, dual glazed insulated sliding glass door, labeled with a minimum U-value of .75, a Solar Heat Gain Coefficient (SHGC) value of .4 or more, and Low E windows. New door shall include all required hardware, door lock, and a screen door. The new door shall match existing opening. The contractor shall repair any damage caused to either side of the existing wall or other finishing elements due to the change out of the door. The glass on the door shall be tempered in accordance with the local code. The owner shall select and approve doorframe color from samples provided by the contractor prior to the purchase of the door.

14. Replace Windows:\$ 9,800

Remove and dispose of the existing windows throughout the dwelling. Install new "Milgard" (or equal) **nail-on**, vinyl, single-hung or bypass sliding, dual glazed, windows, labeled with a U-Value of .75, a Solar Heat Gain Coefficient (**SHGC**) value of .4 or more, and rated Low E, to match and insert into the existing openings. All bathroom windows shall have opaque glass. Secure the windows in a weather tight manner as required by the local building code and the manufacturer's specifications. Installation shall include all finishing elements associated with the replacement type windows including shoemold or other molding material on the interior and exterior side of the window frames. If existing, reinstall or replace any trim work. Repair all interior and exterior surfaces affected by this work and finish to match the surrounding surfaces. The contractor shall verify opening size and color before ordering windows. Installation of new windows shall include the installation of new removable screens on the windows. Contractor shall remove and all window security bars and patch/paint all holes. Contractor shall leave security bars in owners possession. The owner shall select and approve the color of the window frame and the grid style prior to the windows being ordered.

Note: Bedroom windows shall meet the minimum emergency escape/exiting requirements as per the local building code.

15. Re-Roof-Shingle:\$ 13,000

Remove and dispose of all existing roof covering layers on the dwelling & attached garage. **Remove and replace any damaged roof sheathing and prepare to receive conventional asphalt shingles.** Install new 30lb. saturated felt base (ASTM), and new GAF Timberline Cool Color Series ENERGYSTAR (or approved equal) architectural shingle backed by a 40-year transferable warranty. Install new high profile hip and ridge cap SBS modified. The installation shall include all new sheet metal flashing where required - valleys, drip edges, roof jacks, pipe flashing, and vent caps. Seal all roof penetrations with appropriate mastic cement or sealant (blend as necessary) to insure integrity of the roof. Prep and finish all newly installed unfinished sheet metal in a color that complements new roof covering. The owner shall select and approve roofing materials and color prior to application. The contractor shall provide the owner with the manufacturer's warranty for materials upon completion of roof installation. To be installed according to the local code.

NOTES: Contractor to repair or replace all damaged sheathing, fascia, starter board and rafter tails as required prior to application of new roofing material. Contractor estimate should include sufficient allowance for ALL visible damaged wood replacement for all fascia board, shiplap, starter board and/or rafter tails.

PROJECT TOTAL: \$ 52,910

NOTE: All work shall include the protection of dwelling, fixtures and furnishings, as well as maintaining the premises clean at all times. All debris resulting from any work conducted in connection with this contract shall be the property of the contractor, who is responsible for its timely removal and lawful disposal. Work site shall be maintained in a clean and orderly manner, and upon completion, property shall be left in a "broom clean" condition. **Under the guidelines for this program, homeowner(s) are responsible for the removal and replacement of rugs, draperies, coverings, and furniture as necessary.** NOTE: I HAVE REVIEWED THE ABOVE WORK DESCRIPTION AND SPECIFICATIONS AND UNDERSTAND THAT ANY CHANGES OR ADDITIONS MUST HAVE PRIOR APPROVAL BY THE CITY OF PARAMOUNT TO BE ELIGIBLE FOR FUNDING. I ALSO UNDERSTAND THAT THE TOTAL COST OF REPAIRS CANNOT EXCEED THE AMOUNT AWARDED BY THE REVIEW COMMITTEE, THEREFORE ALL ITEMS INCLUDED ON THE ABOVE LIST MAY NOT BE COMPLETED UNDER THIS PROGRAM.

Homeowner Signature:	Date:
Homeowner Signature:	Date:

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the work at the place where the work is to be completed, and having fully inspected the site in all particulars, hereby proposed and agree to fully perform the work within the time stated and in strict accordance with the proposed Contract Document including furnishing of any and all labor, materials, services necessary equipment and to do all work required to construct, and complete said work in accordance with the Contract Documents for the sum of money as indicated on the Work Description and Bid Proposal Form and summarized as follows:

Fifty two thousand nine hundred ten Dollars, (\$ 52,910)
Price In Words Price In Numbers

If awarded the contract, the bidder agrees to present the following documents to the City of Paramount prior to the issuance of the Notice to Proceed: Valid certificates covering Property Damage and Liability including the City of Paramount as additionally insured, Worker's Compensation insurance, and a copy of a valid Contractor's License.

It is further agreed that if awarded this contract, 10% of all requested payouts would be retained until the project is completed to the approval of the owner and all approving agents. Completion of this project will require _____ calendar days.

Contractor: <u>CAH-Home Remodeling, Inc.</u>	Lic. No. & Class: <u>891028-B</u>
Signature: <u>[Signature]</u>	Phone No.: <u>626 393-9623</u>
Address: <u>1350 Elysia Ct West Covina CA 91792</u>	

CAL-HOME REMODELING, INC

1350 EXETER CT WEST COVINA, CA 91792- CSLB LIC#891028

ADDENDUM

March 20, 2018

Emily Blessing
8842 Vans Street
Paramount CA, 90723

- 1) Contract item #2- Contract price includes installation of one new G.F.I at kitchen.
- 2) Contract item #4- Contract price is for a 50,000 BTU double sided furnace as existing.
- 3) Contract item #6- I don't recall if the existing ceiling fan was switch operated or pull chain operated. Contract price includes electrical for new switch, if there is an existing switch there will be a **credit of \$100.00**.
- 3) Contract item #8- **ADD \$1,800.00** for color coat on front block wall. OR **ADD \$1,000.00** to paint front block wall.
- 4) Contract item #11- **ADD \$1,500.00** for main service line from meter to dwelling.
- 5) Contract item #15- Contract price is for a 40 year roof per scope of work...for a 30 year roof price is **\$11,100.00**

JULY 17, 2018

AWARD OF CONTRACT FOR CONSTRUCTION SERVICES FOR
HOUSING REHABILITATION – 15133 BELLOTA AVENUE

MOTION IN ORDER:

AWARD THE CONTRACT FOR CONSTRUCTION SERVICES TO
AFFORDABLE BUILT CONSTRUCTION IN THE TOTAL AMOUNT OF
\$28,285.00 FROM THE HOME INVESTMENT PARTNERSHIP PROGRAM
(HOME) GRANT.

APPROVED: _____

DENIED: _____

MOVED BY: _____

SECONDED BY: _____

ROLL CALL VOTE:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____



To: Honorable City Council
From: John Moreno
By: Kevin M. Chun/Marco Cuevas Jr
Date: July 17, 2018

Subject: AWARD OF CONTRACT FOR CONSTRUCTION SERVICES FOR HOUSING REHABILITATION – 15133 BELLOTA AVENUE

Background

The City of Paramount's Home Investment Partnership Program (HOME) is a grant funded program intended to provide repairs for owner-occupied, single-family detached dwellings. Grant funds only cover City-approved improvements and applicants must meet strict guideline criteria as an income qualifying senior or as a low to moderate income household. The City uses HOME funds to provide necessary repairs and correction of deficient construction. The contractor works closely with staff to ensure compliance with the City's building code.

Project Description

This request is for an award of contract for housing rehabilitation construction services at 15133 Bellota Avenue. The homeowner solicited three construction bids from a bid package prepared by MDG Associates, the City's HOME consultant. Affordable Built Construction was selected as the lowest qualified bidder. The work to be completed at the residence includes the following: new roof shingles, new air conditioning and furnace system, new garage door, and color-coat and exterior trim paint of the home and garage. Please note the submitted bid amount may differ from the total amount due to line items that were subsequently excluded from the bid at the owner's request.

Recommended Action

It is recommended that the City Council award the contract for construction services to Affordable Built Construction in the total amount of \$28,285.00 from the Home Investment Partnership Program (HOME) grant.

CITY OF PARAMOUNT
Home Improvement Program
Bid Review and Grant/Loan Summary

Ollie & Alice Simpson 15133 Bellota Ave. Paramount Ca. 90723		Bid Breakdown		
		Affordable	Cal Home	Bashford
1	Smoke & CO Detectors	360.00	435.00	266.00
2	GFCI	345.00	900.00	333.00
3	Upstairs Bath-Shower Leak	670.00	1,100.00	2,085.00
4	Exterior Paint (Stucco)	4,320.00	4,600.00	2,826.00
5	Exterior Paint (Trim)	2,250.00	3,000.00	4,294.00
6	Garage To Dwelling Door	920.00	1,200.00	2,880.00
7	Dining Room-Ceiling Drywall Repairs	670.00	475.00	1,028.00
8	Re-roof	7,350.00	9,600.00	8,512.00
9	Electrical-Exterior (light fixture)			
10	Front Entry Door			
11	Furnace System	5,325.00	4,000.00	6,668.00
12	AC System	4,925.00	6,120.00	6,102.00
	Ductwork (if needed)	1,150.00	2,400.00	Included
Total Bid Amount		28,285.00	33,830.00	34,994.00
Contingency				
Total Construction Amount		28,285.00	33,830.00	34,994.00

Asbestos Abatement (City)	-	-	-
City Grant - 90% (max. \$24,300)	24,300.00	24,300.00	24,300.00
City Loan (0%-Deferred, max. \$8,000)	3,985.00	9,530.00	10,694.00
Owner Cash Contribution	-	-	-
Total Construction Amount	28,285.00	33,830.00	34,994.00

I/We, hereby state that after reviewing all submitted bid estimates and work description from the contractor(s), I/We have selected **Affordable Built Construction (Ron Kruidhof)**.

Ollie Simpson

Date

Alice Simpson

Date

6/22/2018
6:03 PM

INSTRUCTION TO BIDDERS

To facilitate the Bidding Process and provide a fair and equitable means of evaluating all proposals, the following requirements are imposed on all contractors seeking to perform work under this program.

PROGRAM CONDITIONS

All submitting parties:

1. Are required to be currently licensed with the California Contractor's State License Board. All work must be performed in compliance with all applicable State Contractor Regulations regarding Contractor License Law and License Classifications.
2. Are required to be bonded and maintain adequate Workers Compensation Coverage and maintain General Liability Insurance. **If awarded a contract, contractor will be required to provide proof of general liability insurance with a minimum coverage of \$1,000,000 and listing the City as an additional insured on their policy.**
3. All Bid Submissions are to be completed on the attached "Work Description and Bid Proposal Form" Attachment "A." All items indicated must be bid upon. **Failure to bid on all items may disqualify your bid.**

If a contractor seeks to institute changes, or perform work other than that which is listed on the form, then an attachment indicating proposed changes should be enclosed. However, the original scope of work must still be bid upon for the submission to be considered a valid bid.

4. Must return a fully completed bid form directly to the homeowner, accompanied by a signed copy of this "Instruction to Bidders" to be considered valid. Any estimates not submitted directly to the homeowner will invalidate your bid.
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 - Completed Work Description and Bid Proposal Form Attachment "A"
 - Copy of Contractor's License or Contractor's Card
 - Copy of Workers' Compensation Insurance
 - Copy of General Liability Insurance
 - Completed W-9 Form (enclosed)
6. Will receive notice of selection or non-selection of their bid proposal.

INCOMPLETE BID SUBMISSIONS WILL NOT BE CONSIDERED

PROGRAM INFORMATION

1. All selected contractors will be required to obtain a City of Paramount Business License. A photocopy must be submitted along with the first Invoice in order for the City to process the payment.
2. Neither deposits, nor down payments of any nature will be made for work performed under this program.
3. Any payments made under this program are subject to a 10% retention amount, payable upon completion of all Program Requirements, and, the expiration of a minimum mandatory 35 day hold period, as measured from the date of the recordation of a Notice of Completion.

If you have any questions regarding the work write-up or any specific program requirements, please contact Mr. Art Casañas on Mondays or Thursdays at (562) 220-3036.

I have read and understand the foregoing and wish to submit my bid for consideration.

AFFORDABLE Built CONSTRUCTION
Contractor's Name (Print Company Name)

683522
License No.

RON KRUIDHOF
Contractor's Representative (Print Name of Individual Signing Below)

B+C-36
License Classification(s)

R. W.
Contractor's Signature (Sign)

6/20/18
Date

CITY OF PARAMOUNT
Residential Rehabilitation Program

WORK DESCRIPTION AND BID PROPOSAL FORM
ATTACHMENT "A"

Name:	Simpson, Ollie & Alice	Case No.:	RRP-637
Address:	15133 Bellota Ave.	Tel. No.:	(562) 531-8568
City:	Paramount CA 90723	Date:	April 12, 2018

All work is to be done per City of Paramount building, planning and public works codes. In order to establish standards of quality, the detailed specifications may refer to a certain product by name and/or from a major manufacturer. This procedure is not to be construed as eliminating from competition of other product of equal or better quality by other manufacturers. The contractor shall finish the list of proposed desired substitutions prior to signing of the contract. All items listed on work write-up, unless otherwise specified, shall include all finish work, including all trim hardware, patching, and finish painting and/or staining. All overhead and profit should be included in each line item. All materials to be installed require owner(s) review and approval. Use of lead-based paint is prohibited. Removal or work on asbestos or lead containing materials is subject to applicable federal, state and local regulations. The selected contractor is responsible for the obtaining of all required approvals, permits, and inspections, and is required to possess a valid City of Paramount business license.

WORK DESCRIPTION AND STANDARD SPECIFICATIONS

REQUIRED ITEMS:

1. Smoke & CO Detectors:

Install new battery operated smoke detectors within every sleeping room, and one combination smoke and CO detector at a point centrally located in the corridor, hallway, or area giving access to each separate sleeping area in accordance with local building code.

ESTIMATE:
\$ 360.00

2. Ground Fault Circuit Interrupter:

Install Ground-Fault Circuit-Interrupter (GFCI) protected receptacles in the Kitchen and Bathroom(s) (where the receptacles are installed to serve the countertop surfaces) and laundry area (where the receptacles are installed within six (6) feet of the outside edge of the sink, and on all exterior outlets where required. Installation of (GFCI) receptacles and/or circuit breakers shall be in accordance with local building code.

\$ 345.00

3. Upstairs Bath Shower (leak):

Contractor shall perform a thorough inspection of the upstairs shower valve and fixture connection. Contractor shall confirm that the leak exists between the shower valve and shower head. Contractor shall make any repairs necessary to repair the leak. Repair shall include but not be limited to replacement of the shower valve, fixture and in-wall plumbing lines. Contractor shall repair any damage due to the repair. Contractor shall leave the area in a completed condition to match the existing surfaces

\$ 670.00

4. Exterior Paint (Stucco):\$ 4320.⁰⁰

Power wash all exterior stucco wall surfaces of the dwelling and attached garage to remove all loose, peeling paint, dirt, dust, etc. from the existing stucco surface on the house and garage. Apply surface conditioners as necessary. Stucco patch all cracks on the exterior plaster, prep, and paint all stucco on the house and garage with one (1) coat of a complete exterior primer coat. Apply a minimum of two (2) finish coats of "Dunn Edwards" (or equal) exterior stucco paint to obtain a complete and even coverage of all painted surfaces. Property owner shall select color from samples provided by the contractor.

5. Exterior Paint-Trim areas:\$ 2250.⁰⁰

Prepare all exterior trim of the dwelling and attached garage to receive fresh paint. Scrape, wire brush, patch and sand all surfaces to remove loose/flaking paint and to feather out all old paint edges. Apply at least one coat of primer to all bare or exposed wood and metal surfaces. Apply at least two (2) coats of exterior grade paint to include eaves, eave overhangs, rafter tails, posts, patio trellis, wrought iron supports, exterior exposure of entry doors, metal awnings and side gates, etc. The owner shall select and approve paint color(s) and finish prior to application. Color to be approved by owner and City before application.

6. Garage To Dwelling Self Closing Door (fire rated):\$ 920.⁰⁰

Contractor shall remove and dispose of the existing door leading from the garage to the dwelling. Contractor shall install a new code complying wood, raised 6-panel, solid core, one hour fire rated door with self-closing hinges. Installation shall include the installation of a "Schlage" (or approved equal) lockset. The contractor shall prepare, prime with 2 coats, and paint all six sides of the new door and door frame with two coats (Dunn-Edwards or approved equal) to obtain complete coverage and maximum resistance to weather exposure. The owner shall select and approve the door, door hardware and door color from samples provided by the contractor prior to installation. All work shall be performed according to local building code.

7. Dining Room-Ceiling Drywall Repairs:\$ 670.⁰⁰

Contractor shall repair all existing and newly created holes and/or damage in the dining room ceiling. Drywall patches shall be performed by removing drywall to the center of the adjacent stud and attaching new drywall piece to a stud on each side. Provide blocking between studs where it is necessary to obtain adequate backing. Tape, texture, and prep the repaired ceilings to receive primer and fresh paint. Where existing ceiling acoustic texture exists, contractor shall install new acoustic texture to match existing conditions.

8. **Re-Roof-Shingle:**

Remove and dispose of all existing roof covering layers on the dwelling & attached garage. **Remove and replace any damaged roof sheathing and prepare to receive conventional asphalt shingles.** Install new 30lb. saturated felt base (ASTM), and new GAF Timberline Cool Color Series ENERGYSTAR (or approved equal) architectural shingle backed by a 40-year transferable warranty.

Install new high profile hip and ridge cap SBS modified. The installation shall include all new sheet metal flashing where required - valleys, drip edges, roof jacks, pipe flashing, and vent caps. Seal all roof penetrations with appropriate mastic cement or sealant (blend as necessary) to insure integrity of the roof. Prep and finish all newly installed unfinished sheet metal in a color that complements new roof covering. The owner shall select and approve roofing materials and color prior to application. The contractor shall provide the owner with the manufacturer's warranty for materials upon completion of roof installation. To be installed according to the local code.

NOTES: Contractor to repair or replace all damaged sheathing, fascia, starter board and rafter tails as required prior to application of new roofing material. Contractor estimate should include sufficient allowance for ALL visible damaged wood replacement for all fascia board, shiplap, starter board and/or rafter tails.

Where present contractor shall remove and dispose of all of the existing built-up roofing material down to the roof sheathing. **Remove and replace any damaged roof sheathing and prepare to receive new roofing materials.** Install new modified torch down roof per local building code and manufacturers specifications. The installation shall include all new sheet metal flashing where required - valleys, drip edges, roof jacks, pipe flashing, and vent caps. Seal all roof penetrations with appropriate mastic cement or sealant (blend as necessary) to insure integrity of the roof. Prep and finish all newly installed unfinished sheet metal in a color that complements new roof covering. The owner shall select and approve roofing materials and color prior to application. The contractor shall provide the owner with the manufacturer's warranty for materials upon completion of roof installation. To be installed according to the local building code.

9. **Electrical-Exterior (Light Fixtures):**

Contractor shall conduct a thorough inspection of the non-compliant electrical connections throughout the exterior of the dwelling. Check all electrical receptacles & switches and replace as necessary with new. Contractor shall make all necessary repairs to bring electrical system into compliance. All work shall have the proper permits and be built in accordance with the local code. Contractor shall remove existing light fixtures and install two (2) new light fixtures (Angelo or equal). The contractor shall provide the owner a \$35.00 allowance for the fixture. The contractor shall provide and install a new light bulb for each fixture. Contractor shall make all connections required to complete the installation in accordance with the local code. Homeowner shall select the style and color from samples provided by the contractor.

\$ 7350.00\$ 405.00\$60.00 PER fix
LED motion\$75.00 to REMOVE
ELEC. ADD

10. Front Entry Door:\$ 1040.⁶⁶

Remove and dispose of existing front entry door. Install a new code complying "Jeld-Wen", (or approved equal) Douglas fir, raised 6-panel, solid core entry door. The door installation shall include a "Schlage" (or approved equal) entry lockset and 1" minimum throw matching single cylinder deadbolt lock assembly (thumb lever on the interior, key operated on the exterior). Contractor shall install a new interior "viewer" and bulb type weather-stripping on the new door. The owner shall select and approve the door prior to installation. The contractor shall prepare, prime with 2 coats, and paint or stain all six sides of the new door and door frame with two coats (Dunn-Edwards or approved equal) to obtain complete coverage and maximum resistance to weather exposure. ***The owner shall select and approve the door, door hardware and door color from samples provided by the contractor prior to installation. The owner shall have a \$400.00 allowance towards the purchase of the door and \$125.00 allowance towards the purchase of the lockset***

11. Installation of New Furnace System:\$ 5325.⁰⁰

Remove and dispose of the existing furnace system. Install a new "Rheem" Criterion (or equal) gas furnace. The new furnace shall be of adequate size (BTU's) to handle the size of the house. Installation shall include a new thermostat, ductwork, new registers throughout house and main disconnect to code. The new unit must have minimum efficiency of 80%. The contractor shall be responsible for placing the unit in operation. Contractor shall provide the homeowner with the complete instructions and training on the operation of the system, and shall provide a copy of the manufacturer's warranty to the owner. Installation to be fully code complying. Contractor shall be responsible for securing all required permits, inspections, tests and certifications.

12. Installation of Air-Conditioning System:\$ 4925.⁰⁰

Provide all labor and materials to install new air-conditioning system. The new A/C condenser shall be of adequate size to handle the size of the house. Installation shall include a new condenser located on the ground level, new refrigerant line sets, PVC condensation drain lines, ductwork, and required electrical work. The contractor shall be responsible for placing the unit in operation. Contractor shall provide the owner with instructions and training on the operation of the system, and with a manufacturer's warranty. Installation to be fully code complying. Contractor shall be responsible for securing all required permits, inspections, tests and certifications.

PROJECT TOTAL:\$ 28,580.⁰⁰

NOTE: All work shall include the protection of dwelling, fixtures and furnishings, as well as maintaining the premises clean at all times. All debris resulting from any work conducted in connection with this contract shall be the property of the contractor, who is responsible for its timely removal and lawful disposal. Work site shall be maintained in a clean and orderly manner, and upon completion, property shall be left in a "broom clean" condition. **Under the guidelines for this program, homeowner(s) are responsible for the removal and replacement of rugs, draperies, coverings, and furniture as necessary.** NOTE: I HAVE REVIEWED THE ABOVE WORK DESCRIPTION AND SPECIFICATIONS AND UNDERSTAND THAT ANY CHANGES OR ADDITIONS MUST HAVE PRIOR APPROVAL BY THE CITY OF PARAMOUNT TO BE ELIGIBLE FOR FUNDING. I ALSO UNDERSTAND THAT THE TOTAL COST OF REPAIRS CANNOT EXCEED THE AMOUNT AWARDED BY THE REVIEW COMMITTEE, THEREFORE ALL ITEMS INCLUDED ON THE ABOVE LIST MAY NOT BE COMPLETED UNDER THIS PROGRAM.

Homeowner Signature:		Date:	
Homeowner Signature:		Date:	

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the work at the place where the work is to be completed, and having fully inspected the site in all particulars, hereby proposed and agree to fully perform the work within the time stated and in strict accordance with the proposed Contract Document including furnishing of any and all labor, materials, services necessary equipment and to do all work required to construct, and complete said work in accordance with the Contract Documents for the sum of money as indicated on the Work Description and Bid Proposal Form and summarized as follows:

Twenty-eight thousand five hundred + eighty Dollars, (\$28,580.00)
 Price In Words Price In Numbers

If awarded the contract, the bidder agrees to present the following documents to the City of Paramount prior to the issuance of the Notice to Proceed: Valid certificates covering Property Damage and Liability including the City of Paramount as additionally insured, Worker's Compensation insurance, and a copy of a valid Contractor's License.

It is further agreed that if awarded this contract, 10% of all requested payouts would be retained until the project is completed to the approval of the owner and all approving agents. Completion of this project will require 45 calendar days.

Contractor: RON KRUHOF	Lic. No. & Class: 683522 B+C-36
Signature: <i>[Signature]</i>	Phone No.: (562) 421-6790
Address: 2809 FLANGE ST LAKEWOOD, CA. 90712	

To facilitate the Bidding Process and provide a fair and equitable means of evaluating all proposals, the following requirements are imposed on all contractors seeking to perform work under this program.

PROGRAM CONDITIONS

All submitting parties:

1. Are required to be currently licensed with the California Contractor's State License Board. All work must be performed in compliance with all applicable State Contractor Regulations regarding Contractor License Law and License Classifications.
2. Are required to be bonded and maintain adequate Workers Compensation Coverage and maintain General Liability Insurance. **If awarded a contract, contractor will be required to provide proof of general liability insurance with a minimum coverage of \$1,000,000 and listing the City as an additional insured on their policy.**
3. All Bid Submissions are to be completed on the attached "Work Description and Bid Proposal Form" Attachment "A." All items indicated must be bid upon. **Failure to bid on all items may disqualify your bid.**

If a contractor seeks to institute changes, or perform work other than that which is listed on the form, then an attachment indicating proposed changes should be enclosed. However, the original scope of work must still be bid upon for the submission to be considered a valid bid.

4. Must return a fully completed bid form directly to the homeowner, accompanied by a signed copy of this "Instruction to Bidders" to be considered valid. Any estimates not submitted directly to the homeowner will invalidate your bid.
5. To consider your bid complete, sign and return the bottom of this form and submit all of the following items:
 - Completed Work Description and Bid Proposal Form Attachment "A"
 - Copy of Contractor's License or Contractor's Card
 - Copy of Workers' Compensation Insurance
 - Copy of General Liability Insurance
 - Completed W-9 Form (enclosed)
6. Will receive notice of selection or non-selection of their bid proposal.

INCOMPLETE BID SUBMISSIONS WILL NOT BE CONSIDERED

PROGRAM INFORMATION

1. All selected contractors will be required to obtain a City of Paramount Business License. A photocopy must be submitted along with the first Invoice in order for the City to process the payment.
2. Neither deposits, nor down payments of any nature will be made for work performed under this program.
3. Any payments made under this program are subject to a 10% retention amount, payable upon completion of all Program Requirements, and, the expiration of a minimum mandatory 35 day hold period, as measured from the date of the recordation of a Notice of Completion.

If you have any questions regarding the work write-up or any specific program requirements, please contact Mr. Art Casañas on Mondays or Thursdays at (562) 220-3036.

I have read and understand the foregoing and wish to submit my bid for consideration.

Bashford Enterprises
Contractor's Name (Print Company Name)

319112
License No.

JACK D BASHFORD
Contractor's Representative (Print Name of Individual Signing Below)

B
License Classification(s)

Jack D Bashford
Contractor's Signature (Sign)

Jan 21, 18
Date

City

**CITY OF PARAMOUNT
Residential Rehabilitation Program**

**WORK DESCRIPTION AND BID PROPOSAL FORM
ATTACHMENT "A"**

Name:	Simpson, Ollie & Alice	Case No.:	RRP-637
Address:	15133 Bellota Ave.	Tel. No.:	(562) 531-8568
City:	Paramount CA 90723	Date:	April 12, 2018

All work is to be done per City of Paramount building, planning and public works codes. In order to establish standards of quality, the detailed specifications may refer to a certain product by name and/or from a major manufacturer. This procedure is not to be construed as eliminating from competition of other product of equal or better quality by other manufacturers. The contractor shall finish the list of proposed substitutions prior to signing of the contract. All items listed on work write-up, unless otherwise specified, shall include all finish work, including all trim hardware, patching, and finish painting and/or staining. All overhead and profit should be included in each line item. All materials to be installed require owner(s) review and approval. Use of lead-based paint is prohibited. Removal or work on asbestos or lead containing materials is subject to applicable federal, state and local regulations. The selected contractor is responsible for the obtaining of all required approvals, permits, and inspections, and is required to possess a valid City of Paramount business license.

WORK DESCRIPTION AND STANDARD SPECIFICATIONS

REQUIRED ITEMS:

ESTIMATE:

1. **Smoke & CO Detectors:** \$ 266-
Install new battery operated smoke detectors within every sleeping room, and one combination smoke and CO detector at a point centrally located in the corridor, hallway, or area giving access to each separate sleeping area in accordance with local building code.

2. **Ground Fault Circuit Interrupter:** \$ 333-
Install Ground-Fault Circuit-Interrupter (GFCI) protected receptacles in the Kitchen and Bathroom(s) (where the receptacles are installed to serve the countertop surfaces) and laundry area (where the receptacles are installed within six (6) feet of the outside edge of the sink, and on all exterior outlets where required. Installation of (GFCI) receptacles and/or circuit breakers shall be in accordance with local building code.

3. **Upstairs Bath Shower (leak):** \$ 2085-
Contractor shall perform a thorough inspection of the upstairs shower valve and fixture connection. Contractor shall confirm that the leak exists between the shower valve and shower head. Contractor shall make any repairs necessary to repair the leak. Repair shall include but not be limited to replacement of the shower valve, fixture and in-wall plumbing lines. Contractor shall repair any damage due to the repair. Contractor shall leave the area in a completed condition to match the existing surfaces.

4. Exterior Paint (Stucco):

Power wash all exterior stucco wall surfaces of the dwelling and attached garage to remove all loose, peeling paint, dirt, dust, etc. from the existing stucco surface on the house and garage. Apply surface conditioners as necessary. Stucco patch all cracks on the exterior plaster, prep, and paint all stucco on the house and garage with one (1) coat of a complete exterior primer coat. Apply a minimum of two (2) finish coats of "Dunn Edwards" (or equal) exterior stucco paint to obtain a complete and even coverage of all painted surfaces. Property owner shall select color from samples provided by the contractor.

\$ 2826-**5. Exterior Paint-Trim areas:**

Prepare all exterior trim of the dwelling and attached garage to receive fresh paint. Scrape, wire brush, patch and sand all surfaces to remove loose/flaking paint and to feather out all old paint edges. Apply at least one coat of primer to all bare or exposed wood and metal surfaces. Apply at least two (2) coats of exterior grade paint to include eaves, eave overhangs, rafter tails, posts, patio trellis, wrought iron supports, exterior exposure of entry doors, metal awnings and side gates, etc. The owner shall select and approve paint color(s) and finish prior to application. Color to be approved by owner and City before application.

\$ 4294-**6. Garage To Dwelling Self Closing Door (fire rated):**

Contractor shall remove and dispose of the existing door leading from the garage to the dwelling. Contractor shall install a new code complying wood, raised 6-panel, solid core, one hour fire rated door with self-closing hinges. Installation shall include the installation of a "Schlage" (or approved equal) lockset. The contractor shall prepare, prime with 2 coats, and paint all six sides of the new door and door frame with two coats (Dunn-Edwards or approved equal) to obtain complete coverage and maximum resistance to weather exposure. The owner shall select and approve the door, door hardware and door color from samples provided by the contractor prior to installation. All work shall be performed according to local building code.

\$ 2880-
note**7. Dining Room-Ceiling Drywall Repairs:**

Contractor shall repair all existing and newly created holes and/or damage in the dining room ceiling. Drywall patches shall be performed by removing drywall to the center of the adjacent stud and attaching new drywall piece to a stud on each side. Provide blocking between studs where it is necessary to obtain adequate backing. Tape, texture, and prep the repaired ceilings to receive primer and fresh paint. Where existing ceiling acoustic texture exists, contractor shall install new acoustic texture to match existing conditions.

\$ 1028-
Note

8. **Re-Roof-Shingle:**

Remove and dispose of all existing roof covering layers on the dwelling & attached garage. **Remove and replace any damaged roof sheathing and prepare to receive conventional asphalt shingles.** Install new 30lb. saturated felt base (ASTM), and new GAF Timberline Cool Color Series ENERGYSTAR (or approved equal) architectural shingle backed by a 40-year transferable warranty. Install new high profile hip and ridge cap SBS modified. The installation shall include all new sheet metal flashing where required - valleys, drip edges, roof jacks, pipe flashing, and vent caps. Seal all roof penetrations with appropriate mastic cement or sealant (blend as necessary) to insure integrity of the roof. Prep and finish all newly installed unfinished sheet metal in a color that complements new roof covering. The owner shall select and approve roofing materials and color prior to application. The contractor shall provide the owner with the manufacturer's warranty for materials upon completion of roof installation. To be installed according to the local code.

NOTES: Contractor to repair or replace all damaged sheathing, fascia, starter board and rafter tails as required prior to application of new roofing material. Contractor estimate should include sufficient allowance for ALL visible damaged wood replacement for all fascia board, shiplap, starter board and/or rafter tails.

Where present contractor shall remove and dispose of all of the existing built-up roofing material down to the roof sheathing. **Remove and replace any damaged roof sheathing and prepare to receive new roofing materials.** Install new modified torch down roof per local building code and manufacturers specifications. The installation shall include all new sheet metal flashing where required - valleys, drip edges, roof jacks, pipe flashing, and vent caps. Seal all roof penetrations with appropriate mastic cement or sealant (blend as necessary) to insure integrity of the roof. Prep and finish all newly installed unfinished sheet metal in a color that complements new roof covering. The owner shall select and approve roofing materials and color prior to application. The contractor shall provide the owner with the manufacturer's warranty for materials upon completion of roof installation. To be installed according to the local building code.

9. **Electrical-Exterior (Light Fixtures):**

Contractor shall conduct a thorough inspection of the non-compliant electrical connections throughout the exterior of the dwelling. Check all electrical receptacles & switches and replace as necessary with new. Contractor shall make all necessary repairs to bring electrical system into compliance. All work shall have the proper permits and be built in accordance with the local code. Contractor shall remove existing light fixtures and install two (2) new light fixtures (Angelo or equal). The contractor shall provide the owner a \$35.00 allowance for the fixture. The contractor shall provide and install a new light bulb for each fixture. Contractor shall make all connections required to complete the installation in accordance with the local code. Homeowner shall select the style and color from samples provided by the contractor.

\$ 8512 -
Note

\$ 838 -

10. Front Entry Door:\$ 1408 -

Remove and dispose of existing front entry door. Install a new code complying "Jeld-Wen", (or approved equal) Douglas fir, raised 6-panel, solid core entry door. The door installation shall include a "Schlage" (or approved equal) entry lockset and 1" minimum throw matching single cylinder deadbolt lock assembly (thumb lever on the interior, key operated on the exterior). Contractor shall install a new interior "viewer" and bulb type weather-stripping on the new door. The owner shall select and approve the door prior to installation. The contractor shall prepare, prime with 2 coats, and paint or stain all six sides of the new door and door frame with two coats (Dunn-Edwards or approved equal) to obtain complete coverage and maximum resistance to weather exposure. ***The owner shall select and approve the door, door hardware and door color from samples provided by the contractor prior to installation. The owner shall have a \$400.00 allowance towards the purchase of the door and \$125.00 allowance towards the purchase of the lockset***

11. Installation of New Furnace System:\$ 6668 -

Remove and dispose of the existing furnace system. Install a new "Rheem" Criterion (or equal) gas furnace. The new furnace shall be of adequate size (BTU's) to handle the size of the house. Installation shall include a new thermostat, ductwork, new registers throughout house and main disconnect to code. The new unit must have minimum efficiency of 80%. The contractor shall be responsible for placing the unit in operation. Contractor shall provide the homeowner with the complete instructions and training on the operation of the system, and shall provide a copy of the manufacturer's warranty to the owner. Installation to be fully code complying. Contractor shall be responsible for securing all required permits, inspections, tests and certifications.

12. Installation of Air-Conditioning System:\$ 6102 -

Provide all labor and materials to install new air-conditioning system. The new A/C condenser shall be of adequate size to handle the size of the house. Installation shall include a new condenser located on the ground level, new refrigerant line sets, PVC condensation drain lines, ductwork, and required electrical work. The contractor shall be responsible for placing the unit in operation. Contractor shall provide the owner with instructions and training on the operation of the system, and with a manufacturer's warranty. Installation to be fully code complying. Contractor shall be responsible for securing all required permits, inspections, tests and certifications.

PROJECT TOTAL: \$ 37,240

NOTE: All work shall include the protection of dwelling, fixtures and furnishings, as well as maintaining the premises clean at all times. All debris resulting from any work conducted in connection with this contract shall be the property of the contractor, who is responsible for its timely removal and lawful disposal. Work site shall be maintained in a clean and orderly manner, and upon completion, property shall be left in a "broom clean" condition. **Under the guidelines for this program, homeowner(s) are responsible for the removal and replacement of rugs, draperies, coverings, and furniture as necessary.** NOTE: I HAVE REVIEWED THE ABOVE WORK DESCRIPTION AND SPECIFICATIONS AND UNDERSTAND THAT ANY CHANGES OR ADDITIONS MUST HAVE PRIOR APPROVAL BY THE CITY OF PARAMOUNT TO BE ELIGIBLE FOR FUNDING. I ALSO UNDERSTAND THAT THE TOTAL COST OF REPAIRS CANNOT EXCEED THE AMOUNT AWARDED BY THE REVIEW COMMITTEE, THEREFORE ALL ITEMS INCLUDED ON THE ABOVE LIST MAY NOT BE COMPLETED UNDER THIS PROGRAM.

Homeowner Signature:	Date:
Homeowner Signature:	Date:

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the work at the place where the work is to be completed, and having fully inspected the site in all particulars, hereby proposed and agree to fully perform the work within the time stated and in strict accordance with the proposed Contract Document including furnishing of any and all labor, materials, services necessary equipment and to do all work required to construct, and complete said work in accordance with the Contract Documents for the sum of money as indicated on the Work Description and Bid Proposal Form and summarized as follows:

Thirty Seven Thousand Two Hundred forty Dollars, (\$ 37,240)
 Price In Words Price In Numbers

If awarded the contract, the bidder agrees to present the following documents to the City of Paramount prior to the issuance of the Notice to Proceed: Valid certificates covering Property Damage and Liability including the City of Paramount as additionally insured, Worker's Compensation insurance, and a copy of a valid Contractor's License.

It is further agreed that if awarded this contract, 10% of all requested payouts would be retained until the project is completed to the approval of the owner and all approving agents. Completion of this project will require _____ calendar days.

Contractor: <i>Bashford Enterprises</i>	Lic. No. & Class: <i>319112 B</i>
Signature: <i>Jack O. Bashford</i>	Phone No.: <i>626 705 8197</i>
Address: <i>12155 Pineville St El Monte Calif</i>	

City of Paramount Housing Rehabilitation Program

Contractor notes.....from Bashford

Item #6....this item says 1 hour fire rated door ((very expensive)) it is my understanding that for residential a 20 min meets code...this is door only ...no jamb

Item #7....this item includes re-spraying the dining room... & little hallway between dining room and living roomand re-spray living room..

Item #9....this item is for new lite at front door...remove lites on patio....remove lite at front overhang on garage....then do 2 motion lites at garage

NOTE>>>> there is no asbestos on roof mastic ??

>>>>>> OPTIONS THAT MAY BE ADDED<<<<<<<

#A....PAINT PATIO PANELS.....\$ 960.00

#B....SECURITY DOOR AND WINDOW....\$ 678.00

#C....GARAGE DOOR.....\$ 352.00

INFORMATION FOR OWNER...DRIVEWAY WOULD NEED TO BE FREE FOR PEOPLE WORKING >>> AND<<< AND PARKING IN FRONT OF THERE HOUSE WHILE PROJECT IS IN PROGRESS

**PROJECT NAME.....Ollie Simpson.....NOTES TO WORK WRITE UP
ADDRESS.....15133 Bellota**

To facilitate the Bidding Process and provide a fair and equitable means of evaluating all proposals, the following requirements are imposed on all contractors seeking to perform work under this program.

PROGRAM CONDITIONS

All submitting parties:

1. Are required to be currently licensed with the California Contractor's State License Board. All work must be performed in compliance with all applicable State Contractor Regulations regarding Contractor License Law and License Classifications.
2. Are required to be bonded and maintain adequate Workers Compensation Coverage and maintain General Liability Insurance. **If awarded a contract, contractor will be required to provide proof of general liability insurance with a minimum coverage of \$1,000,000 and listing the City as an additional insured on their policy.**
3. All Bid Submissions are to be completed on the attached "Work Description and Bid Proposal Form" Attachment "A." All items indicated must be bid upon. **Failure to bid on all items may disqualify your bid.**

If a contractor seeks to institute changes, or perform work other than that which is listed on the form, then an attachment indicating proposed changes should be enclosed. However, the original scope of work must still be bid upon for the submission to be considered a valid bid.

4. Must return a fully completed bid form directly to the homeowner, accompanied by a signed copy of this "Instruction to Bidders" to be considered valid. Any estimates not submitted directly to the homeowner will invalidate your bid.
5. To consider your bid complete, sign and return the bottom of this form and submit all of the following items:
 - Completed Work Description and Bid Proposal Form Attachment "A"
 - Copy of Contractor's License or Contractor's Card
 - Copy of Workers' Compensation Insurance
 - Copy of General Liability Insurance
 - Completed W-9 Form (enclosed)
6. Will receive notice of selection or non-selection of their bid proposal.

INCOMPLETE BID SUBMISSIONS WILL NOT BE CONSIDERED

PROGRAM INFORMATION

1. All selected contractors will be required to obtain a City of Paramount Business License. A photocopy must be submitted along with the first Invoice in order for the City to process the payment.
2. Neither deposits, nor down payments of any nature will be made for work performed under this program.
3. Any payments made under this program are subject to a 10% retention amount, payable upon completion of all Program Requirements, and, the expiration of a minimum mandatory 35 day hold period, as measured from the date of the recordation of a Notice of Completion.

If you have any questions regarding the work write-up or any specific program requirements, please contact Mr. Art Casañas on Mondays or Thursdays at (562) 220-3036.

I have read and understand the foregoing and wish to submit my bid for consideration.

Cal Home Remodeling, Inc
Contractor's Name (Print Company Name)

891028
License No.

Rigoberto Ochoa
Contractor's Representative (Print Name of Individual Signing Below)

B
License Classification(s)

[Signature]
Contractor's Signature (Sign)

6/18/18
Date

CAL-HOME REMODELING, INC

1350 EXETER CT WEST COVINA, CA 91792- CSLB LIC#891028

ADDENDUM

June 20, 2018

Ollie & Alice Simpson
15133 Bellota Ave
Paramount CA, 90723

- 1) Contract item #7- Upon inspection an estimate was requested to apply acoustic texture at dining /living room ceilings. **ADD \$800.00**
- 2) Contract item #9- Contract price is for removal of 3 exterior lights that are not installed per code and replace 3 exterior lights with motion sensor lights.
- 3) Contract item #11 & #12- Per day of job walk price for ducts was to be separate from these line items. **ADD \$2,400.00** for new ducts.

CITY OF PARAMOUNT
Residential Rehabilitation Program

WORK DESCRIPTION AND BID PROPOSAL FORM
ATTACHMENT "A"

Name:	Simpson, Ollie & Alice	Case No.:	RRP-637
Address:	15133 Bellota Ave.	Tel. No.:	(562) 531-8568
City:	Paramount CA 90723	Date:	April 12, 2018

All work is to be done per City of Paramount building, planning and public works codes. In order to establish standards of quality, the detailed specifications may refer to a certain product by name and/or from a major manufacturer. This procedure is not to be construed as eliminating from competition of other product of equal or better quality by other manufacturers. The contractor shall finish the list of proposed desired substitutions prior to signing of the contract. All items listed on work write-up, unless otherwise specified, shall include all finish work, including all trim hardware, patching, and finish painting and/or staining. All overhead and profit should be included in each line item. All materials to be installed require owner(s) review and approval. Use of lead-based paint is prohibited. Removal or work on asbestos or lead containing materials is subject to applicable federal, state and local regulations. The selected contractor is responsible for the obtaining of all required approvals, permits, and inspections, and is required to possess a valid City of Paramount business license.

WORK DESCRIPTION AND STANDARD SPECIFICATIONS

REQUIRED ITEMS:

ESTIMATE:

1. **Smoke & CO Detectors:** \$ 435
Install new battery operated smoke detectors within every sleeping room, and one combination smoke and CO detector at a point centrally located in the corridor, hallway, or area giving access to each separate sleeping area in accordance with local building code.
2. **Ground Fault Circuit Interrupter:** \$ 900
Install Ground-Fault Circuit-Interrupter (GFCI) protected receptacles in the Kitchen and Bathroom(s) (where the receptacles are installed to serve the countertop surfaces) and laundry area (where the receptacles are installed within six (6) feet of the outside edge of the sink, and on all exterior outlets where required. Installation of (GFCI) receptacles and/or circuit breakers shall be in accordance with local building code.
3. **Upstairs Bath Shower (leak):** \$ 1,100
Contractor shall perform a thorough inspection of the upstairs shower valve and fixture connection. Contractor shall confirm that the leak exists between the shower valve and shower head. Contractor shall make any repairs necessary to repair the leak. Repair shall include but not be limited to replacement of the shower valve, fixture and in-wall plumbing lines. Contractor shall repair any damage due to the repair. Contractor shall leave the area in a completed condition to match the existing surfaces

4. Exterior Paint (Stucco):\$ 4,600

Power wash all exterior stucco wall surfaces of the dwelling and attached garage to remove all loose, peeling paint, dirt, dust, etc. from the existing stucco surface on the house and garage. Apply surface conditioners as necessary. Stucco patch all cracks on the exterior plaster, prep, and paint all stucco on the house and garage with one (1) coat of a complete exterior primer coat. Apply a minimum of two (2) finish coats of "Dunn Edwards" (or equal) exterior stucco paint to obtain a complete and even coverage of all painted surfaces. Property owner shall select color from samples provided by the contractor.

5. Exterior Paint-Trim areas:\$ 3,000

Prepare all exterior trim of the dwelling and attached garage to receive fresh paint. Scrape, wire brush, patch and sand all surfaces to remove loose/flaking paint and to feather out all old paint edges. Apply at least one coat of primer to all bare or exposed wood and metal surfaces. Apply at least two (2) coats of exterior grade paint to include eaves, eave overhangs, rafter tails, posts, patio trellis, wrought iron supports, exterior exposure of entry doors, metal awnings and side gates, etc. The owner shall select and approve paint color(s) and finish prior to application. Color to be approved by owner and City before application.

6. Garage To Dwelling Self Closing Door (fire rated):\$ 1,200

Contractor shall remove and dispose of the existing door leading from the garage to the dwelling. Contractor shall install a new code complying wood, raised 6-panel, solid core, one hour fire rated door with self-closing hinges. Installation shall include the installation of a "Schlage" (or approved equal) lockset. The contractor shall prepare, prime with 2 coats, and paint all six sides of the new door and door frame with two coats (Dunn-Edwards or approved equal) to obtain complete coverage and maximum resistance to weather exposure. The owner shall select and approve the door, door hardware and door color from samples provided by the contractor prior to installation. All work shall be performed according to local building code.

7. Dining Room-Ceiling Drywall Repairs:\$ 475

Contractor shall repair all existing and newly created holes and/or damage in the dining room ceiling. Drywall patches shall be performed by removing drywall to the center of the adjacent stud and attaching new drywall piece to a stud on each side. Provide blocking between studs where it is necessary to obtain adequate backing. Tape, texture, and prep the repaired ceilings to receive primer and fresh paint. Where existing ceiling acoustic texture exists, contractor shall install new acoustic texture to match existing conditions.

8. **Re-Roof-Shingle:**\$ 9,600

Remove and dispose of all existing roof covering layers on the dwelling & attached garage. **Remove and replace any damaged roof sheathing and prepare to receive conventional asphalt shingles.** Install new 30lb. saturated felt base (ASTM), and new GAF Timberline Cool Color Series ENERGYSTAR (or approved equal) architectural shingle backed by a 40-year transferable warranty. Install new high profile hip and ridge cap SBS modified. The installation shall include all new sheet metal flashing where required - valleys, drip edges, roof jacks, pipe flashing, and vent caps. Seal all roof penetrations with appropriate mastic cement or sealant (blend as necessary) to insure integrity of the roof. Prep and finish all newly installed unfinished sheet metal in a color that complements new roof covering. The owner shall select and approve roofing materials and color prior to application. The contractor shall provide the owner with the manufacturer's warranty for materials upon completion of roof installation. To be installed according to the local code.

NOTES: Contractor to repair or replace all damaged sheathing, fascia, starter board and rafter tails as required prior to application of new roofing material. Contractor estimate should include sufficient allowance for ALL visible damaged wood replacement for all fascia board, shiplap, starter board and/or rafter tails.

Where present contractor shall remove and dispose of all of the existing built-up roofing material down to the roof sheathing. **Remove and replace any damaged roof sheathing and prepare to receive new roofing materials.** Install new modified torch down roof per local building code and manufacturers specifications. The installation shall include all new sheet metal flashing where required - valleys, drip edges, roof jacks, pipe flashing, and vent caps. Seal all roof penetrations with appropriate mastic cement or sealant (blend as necessary) to insure integrity of the roof. Prep and finish all newly installed unfinished sheet metal in a color that complements new roof covering. The owner shall select and approve roofing materials and color prior to application. The contractor shall provide the owner with the manufacturer's warranty for materials upon completion of roof installation. To be installed according to the local building code.

9. **Electrical-Exterior (Light Fixtures):**\$ 710

Contractor shall conduct a thorough inspection of the non-compliant electrical connections throughout the exterior of the dwelling. Check all electrical receptacles & switches and replace as necessary with new. Contractor shall make all necessary repairs to bring electrical system into compliance. All work shall have the proper permits and be built in accordance with the local code. Contractor shall remove existing light fixtures and install two (2) new light fixtures (Angelo or equal). The contractor shall provide the owner a \$35.00 allowance for the fixture. The contractor shall provide and install a new light bulb for each fixture. Contractor shall make all connections required to complete the installation in accordance with the local code. Homeowner shall select the style and color from samples provided by the contractor.

10. Front Entry Door:\$ 1,120

Remove and dispose of existing front entry door. Install a new code complying "Jeld-Wen", (or approved equal) Douglas fir, raised 6-panel, solid core entry door. The door installation shall include a "Schlage" (or approved equal) entry lockset and 1" minimum throw matching single cylinder deadbolt lock assembly (thumb lever on the interior, key operated on the exterior). Contractor shall install a new interior "viewer" and bulb type weather-stripping on the new door. The owner shall select and approve the door prior to installation. The contractor shall prepare, prime with 2 coats, and paint or stain all six sides of the new door and door frame with two coats (Dunn-Edwards or approved equal) to obtain complete coverage and maximum resistance to weather exposure. ***The owner shall select and approve the door, door hardware and door color from samples provided by the contractor prior to installation. The owner shall have a \$400.00 allowance towards the purchase of the door and \$125.00 allowance towards the purchase of the lockset***

11. Installation of New Furnace System:\$ 4,000

Remove and dispose of the existing furnace system. Install a new "Rheem" Criterion (or equal) gas furnace. The new furnace shall be of adequate size (BTU's) to handle the size of the house. Installation shall include a new thermostat, ductwork, new registers throughout house and main disconnect to code. The new unit must have minimum efficiency of 80%. The contractor shall be responsible for placing the unit in operation. Contractor shall provide the homeowner with the complete instructions and training on the operation of the system, and shall provide a copy of the manufacturer's warranty to the owner. Installation to be fully code complying. Contractor shall be responsible for securing all required permits, inspections, tests and certifications.

12. Installation of Air-Conditioning System:\$ 6,120

Provide all labor and materials to install new air-conditioning system. The new A/C condenser shall be of adequate size to handle the size of the house. Installation shall include a new condenser located on the ground level, new refrigerant line sets, PVC condensation drain lines, ductwork, and required electrical work. The contractor shall be responsible for placing the unit in operation. Contractor shall provide the owner with instructions and training on the operation of the system, and with a manufacturer's warranty. Installation to be fully code complying. Contractor shall be responsible for securing all required permits, inspections, tests and certifications.

PROJECT TOTAL:\$ 33,260

NOTE: All work shall include the protection of dwelling, fixtures and furnishings, as well as maintaining the premises clean at all times. All debris resulting from any work conducted in connection with this contract shall be the property of the contractor, who is responsible for its timely removal and lawful disposal. Work site shall be maintained in a clean and orderly manner, and upon completion, property shall be left in a "broom clean" condition. **Under the guidelines for this program, homeowner(s) are responsible for the removal and replacement of rugs, draperies, coverings, and furniture as necessary.** NOTE: I HAVE REVIEWED THE ABOVE WORK DESCRIPTION AND SPECIFICATIONS AND UNDERSTAND THAT ANY CHANGES OR ADDITIONS MUST HAVE PRIOR APPROVAL BY THE CITY OF PARAMOUNT TO BE ELIGIBLE FOR FUNDING. I ALSO UNDERSTAND THAT THE TOTAL COST OF REPAIRS CANNOT EXCEED THE AMOUNT AWARDED BY THE REVIEW COMMITTEE, THEREFORE ALL ITEMS INCLUDED ON THE ABOVE LIST MAY NOT BE COMPLETED UNDER THIS PROGRAM.

Homeowner Signature:	Date:
Homeowner Signature:	Date:

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the work at the place where the work is to be completed, and having fully inspected the site in all particulars, hereby proposed and agree to fully perform the work within the time stated and in strict accordance with the proposed Contract Document including furnishing of any and all labor, materials, services necessary equipment and to do all work required to construct, and complete said work in accordance with the Contract Documents for the sum of money as indicated on the Work Description and Bid Proposal Form and summarized as follows:

Thirty three thousand two hundred sixty Dollars, (\$ 33,260)
Price In Words Price In Numbers

If awarded the contract, the bidder agrees to present the following documents to the City of Paramount prior to the issuance of the Notice to Proceed: Valid certificates covering Property Damage and Liability including the City of Paramount as additionally insured, Worker's Compensation insurance, and a copy of a valid Contractor's License.

It is further agreed that if awarded this contract, 10% of all requested payouts would be retained until the project is completed to the approval of the owner and all approving agents. Completion of this project will require _____ calendar days.

Contractor: <u>Cal Home Remodeling Inc</u>	Lic. No. & Class: <u>891028-B</u>
Signature: <u>[Signature]</u>	Phone No.: <u>626 393-9623</u>
Address: <u>1350 Exeter Ct West Covina CA 91792</u>	