

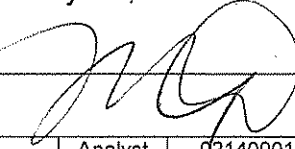
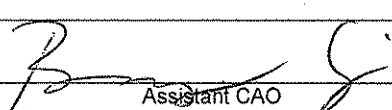
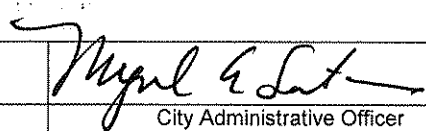
Report From  
**OFFICE OF THE CITY ADMINISTRATIVE OFFICER**  
**Analysis of Proposed Contract**  
(\$25,000 or Greater and Longer than Three Months)

To: The Mayor The Council	Date: 08-09-13	C.D. No. All	CAO File No.: 0220-00540-1033				
Contracting Department/Bureau: Housing and Community Investment Department, formerly the Los Angeles Housing Department		Contact: Jesse Saucedo, 213-808-8933 Britannya Murillo, 213-808-8656 Lemona Lott, 213-808-8934					
Reference: Transmittal from the Los Angeles Housing Department dated February 28, 2013; received by the CAO on March 4, 2013							
Purpose of Contract: To provide occupancy monitoring services for the City's affordable housing portfolio.							
Type of Contract: ( ) New contract (X) Amendment		Contract Term Dates: July 1, 2013 through December 31, 2013					
Contract/Amendment Amount:  Proposed amount \$ 240,000 + Prior award(s) \$ 1,267,742 = Total \$ 1,507,742							
Source of funds: HOME Investment Partnerships Program (HOME) and the Municipal Housing Finance Fund (MHFF) Name of Contractor: Urban Futures, Inc.  Address: 3111 N. Tustin Avenue, Suite 230, Orange, CA 92865							
	Yes	No	N/A*	8. Contractor has complied with:	Yes	No	N/A*
1. Council has approved the purpose	X			a. Equal Employmt. Oppty./Affirm. Action	X		
2. Appropriated funds are available	X			b. Good Faith Effort Outreach**	X		
3. Charter Section 1022 findings completed	X			c. Equal Benefits Ordinance	X		
4. Proposals have been requested	X			d. Contractor Responsibility Ordinance	X		
5. Risk Management review completed	X			e. Slavery Disclosure Ordinance	X		
6. Standard Provisions for City Contracts included	X			f. Bidder Certification CEC Form 50	X		
7. Workforce that resides in the City: %				*N/A = not applicable ** Contracts over \$100,			

**COMMENTS**

The Housing and Community Investment Department (HCID), formerly the Los Angeles Housing Department, requests authority to negotiate and execute a sole-source contract with Urban Futures, Inc. (UFI) to provide occupancy monitoring services for the City's affordable housing portfolio. The term of the contract would be for one year from July 1, 2013 through June 30, 2014, with the option to extend the contract for two one-year terms. Funding not to exceed \$480,000 would come from the HOME Investment Partnerships Program (HOME, \$180,000) and the Municipal Housing Finance Fund (MHFF, \$300,000).

On the advice of the City Attorney and with the concurrence of HCID, this Office recommends amending the existing Contract No. C-118528 with UFI for six months while HCID issues a Request for Proposals (RFP) to establish a new contract for occupancy monitoring services based on the City's competitive bidding process. The term of the proposed Fourth Amendment would be from July 1, 2013 through December 31, 2013, and funding up to \$240,000, half of the amount proposed by HCID for one year, would be provided from HOME (\$90,000) and MHFF (\$150,000). The current

		
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	Assistant CAO	City Administrative Officer

contract was established October 1, 2010 and has been amended three times. With the Fourth Amendment, the total amount of the contract would be \$1,507,742 and the entire term would be 39 months or three years and three months. Since the contract term extends beyond three years, Council must approve the Fourth Amendment, as explained in the Los Angeles Municipal Code Section 10.5.

The HCID is required to perform compliance reviews to ensure that property owners adhere to affordable housing restrictions. Furthermore, the annual monitoring ensures that tenants who reside in affordable, rent-restricted units are income-qualified; rents charged remain at or below the restricted amounts designated by the applicable affordable housing programs; and that all other programs requirements are met throughout the term of the agreement or covenant. These reviews are mandated by the U.S. Department of Housing and Urban Development, bond issuance documents, Federal tax law, State codes, and City policy requirements.

### **RECOMMENDATION**

That the Council, subject to the approval of the Mayor, authorize the General Manager, Housing and Community Investment Department (HCID), formerly the Los Angeles Housing Department, or designee, to execute the Fourth Amendment to Contract No. C-118528 with Urban Futures, Inc. to extend the term for six months from July 1, 2013 through December 31, 2013, subject to the review and approval of the City Attorney as to form and compliance with the City's contracting requirements.

### **FISCAL IMPACT STATEMENT**

There is no impact to the General Fund. Funding for the proposed Fourth Amendment to Contract No. C-118528 will be provided from the HOME Investment Partnerships Program (\$90,000) and the Municipal Housing Finance Fund (\$150,000) for a total of \$240,000. The recommendation in this report complies with City Financial Policies in that the cost of the services provided is funded entirely by special funds designated for the monitoring of the City's affordable housing portfolio.