

HOUSING COMMITTEE REPORT relative to results of the Occupancy Monitoring Services Request for Proposals (RFP), and authorization to negotiate and execute a contract with Urban Futures Bond Administration, Inc. (UFBA).

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. APPROVE the results of the RFP for Affordable Occupancy Monitoring Services released by the Los Angeles Housing and Community Investment Department (HCIDLA) on August 5, 2013.
2. AUTHORIZE the General Manager, HCIDLA, or designee, to:
 - a. Negotiate and execute a contract with UFBA, to provide occupancy monitoring services for a term of one year from January 1, 2014 through December 31, 2014, with two one-year renewal options, for an amount not to exceed \$680,000, in substantial conformance with the draft contract attached to the HCIDLA transmittal dated November 13, 2013 (attached to Council file No. 13-1574), and subject to the following requirements: funding availability; satisfactory performance by UFBA; Departmental needs; compliance with applicable federal, state and City regulatory requirements; compliance with all applicable contracting requirements; and, review and approval of the City Attorney as to form.
 - b. Prepare Controller instructions and any necessary technical adjustments that are consistent with the Mayor and Council actions on this matter, subject to the approval of the City Administrative Officer (CAO), and authorize the Controller to implement those instructions.
3. AUTHORIZE the Controller to expend funds in an amount not to exceed a total of \$680,000 on an as-needed basis from the HOME Investment Partnerships Program Fund No. 561143, Account A 143, HCIDLA (up to \$180,000), from the Municipal Housing Finance Fund No. 815/43, Account No. A143, HCIDLA (up to \$300,000), and the Low and Moderate Income Housing Finance Fund No. 55J/43, Account No. 43J412, Service Delivery (up to \$200,000), upon proper demand by the General Manager, HCIDLA, or designee.

Fiscal Impact Statement: The CAO reports that there is no impact to the General Fund. Approval of the recommendations in this report would authorize the HCIDLA to execute a contract with UFBA to provide occupancy monitoring services. Funding for the proposed contract would be provided from the HOME Investment Partnerships Program (\$180,000), the Municipal Housing Finance Fund (\$300,000), and the Low and Moderate Income Housing Finance Fund (\$200,000) on an as-needed basis for a total not to exceed \$680,000. The recommendations comply with City Financial Policies in that the full cost of the services provided is funded entirely by special funds designated for occupancy monitoring.

Community Impact Statement: None submitted.

SUMMARY

At a regular meeting held on December 11, 2013, the Housing Committee considered an HCIDLA report dated November 13, 2013, and a CAO report dated December 4, 2013, relative to the results of the Occupancy Monitoring Services RFP and authorization to negotiate and execute a contract with UFBA for the period of January 1, 2014 through December 31, 2014, with two one-year renewal options, for an amount not to exceed \$480,000, to provide occupancy monitoring services for the City's Affordable Housing portfolio.

A representative of the CAO appeared before the Committee and provided a brief overview of this matter. It was noted by the CAO's representative that the HCIDLA in a report dated October 4, 2013, sought to amend a previous contract with UFBA (Contract No. C118528) and requested authorization for an additional \$200,000 (Council file No. 12-0049) to provide occupancy monitoring services through December 1, 2013. Since that request, and the current request for a new contract with UFBA were both before the Committee at this meeting, the CAO and the HCIDLA requested that the recommendations in the CAO report for the new contract be amended to add the \$200,000 to the \$480,000 for the new contract, for a total of \$680,000, to handle both requests simultaneously for expediency. The source of the \$200,000 is the Low and Moderate Income Housing Finance Fund. The CAO recommended approval of the amendment to its recommendations and reported the the City Attorney concurred.

After providing an opportunity for public comment, the Committee recommended approval of the recommendations in the CAO report dated December 4, 2013 as amended to increase the amount of the contract for an amount not to exceed \$680,000. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

HOUSING COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
CEDILLO:	YES
FUENTES:	YES
WESSON:	ABSENT
BUSCAINO:	ABSENT
PRICE:	YES

-NOT OFFICIAL UNTIL COUNCIL ACTS-