

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: March 25, 2015

CAO File No. 0220-00540-1124

Council File No. 14-1205

Council District: Citywide

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer *MS*

Reference: Housing and Community Investment Department transmittal dated February 19, 2015; Received by the City Administrative Officer on March 16, 2015

Subject: **HOUSING AND COMMUNITY INVESTMENT DEPARTMENT REQUEST TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE HOUSING RIGHTS CENTER TO PROVIDE SERVICES FOR THE CITYWIDE FAIR HOUSING PROGRAM**

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to negotiate and execute a contract with the Southern California Housing Rights Center dba the Housing Rights Center (HRC) in an amount not to exceed \$700,500 to operate the Citywide Fair Housing Program (FHP). The proposed contract term will be for the period from April 1, 2015 through March 31, 2016, with two one-year renewal options, subject to satisfactory contractor performance, the availability of funds, and other City contracting requirements. The HRC was selected through a Request for Proposals (RFP) process authorized by the Mayor and Council in October 2014 (C.F. 14-1205). There is no impact to the General Fund. This Office concurs with the recommendations of the Department.

BACKGROUND

The services to be provided by the proposed contract are an on-going requirement for the City as a recipient of Federal Housing and Community Development Consolidated Plan funds. Since 1975, the City has utilized local non-profit contractors to provide citywide fair housing services and to satisfy the federal requirement to "affirmatively further fair housing."

Request for Proposals Process

On October 27, 2014, an RFP was released for the operation of the Citywide Fair Housing Program. The RFP was advertised in local newspapers and posted on the Los Angeles Business Assistance Virtual Network (LABAVN) and the HCID website. The HCID received one proposal in response to the RFP from HRC. The proposal was independently reviewed and scored by three HCID employees based on the proposal's content, responsiveness, clarity, relevance, work sample, references and adherence to the instructions in the RFP. The HRC received an average

score of 93 out of 100. The HCID notes that HRC has been the only agency to submit a proposal for the last three RFP cycles.

The Scope of Services to be provided by the proposed contract is summarized in the HCID transmittal dated February 19, 2015. These services include: 1) Maintenance of a toll-free fair housing and anti-predatory lending hotline; 2) Provision of telephone, walk-in, and Internet-based fair housing services; 3) Investigation of housing discrimination complaints and enforcement of valid complaints; 4) Operation of a citywide public information, education and outreach program relating to fair housing in rentals and sales; 4) Performance of fair housing training for property managers, landlords and City agencies utilizing a City-approved training manual; 5) Maintenance of a minimum of one full-time fair housing attorney on staff to oversee a litigation program, housing discrimination investigations, and related legal activities; 6) Development and maintenance of a database for tracking and reporting fair housing information; and, 7) Performance of pattern or practice audits or other large-scale housing studies.

The Contractor is also responsible for ensuring that services are available to all residents and persons seeking or providing housing in the City. Services must be provided in multiple languages. There are no income restrictions to receive services.

The proposed contract with HRC will be funded by the Community Development Block Grant funds allocated to Fair Housing in the 41st Program Year Consolidated Plan (currently \$370,500 [C.F. 14-1382]) and the Rent Stabilization Trust Fund (\$330,000) for a total amount not to exceed \$700,500. This amount represents an increase of \$40,000 from the previous year's contract. The increase in funding will be used to conduct pattern or practice audits or other large-scale fair housing studies.

Pursuant to Charter Section 1022, the Personnel Department determined on September 18, 2014, that there are no City employees who can perform the work being proposed for contracting. Therefore, a Charter Section 1022 Determination by the City Administrative Officer is not required.

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the General Manager, Housing and Community Investment Department, or designee, to:
 - a. Negotiate and execute a new contract with the Southern California Housing Rights Center dba the Housing Rights Center in an amount not to exceed \$700,500 to operate the Citywide Fair Housing Program for the period April 1, 2015 through March 31, 2016, with two one-year renewal options, in substantial conformance with the attached current contract subject to the approval of the City Attorney as to form and legality, compliance with the City's contracting requirements, satisfactory contractor performance, an updated Scope of Services and funding availability; and,

- b. Prepare Controller instructions for any necessary technical adjustments consistent with the Mayor and Council actions on this matter, subject to the approval of the City Administrative Officer, and authorize the Controller to implement those instructions.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. Funding will be provided by Community Development Block Grant funds in the 41st Program Year Consolidated Plan and by the Rent Stabilization Trust Fund. The recommendations in this report are in compliance with City Financial Policies in that grant and fee funds fully support the Citywide Fair Housing Program.

Attachment

MAS:NSC:02150068C