

# TRANSMITTAL

To:

**THE COUNCIL**

Date: 11/19/2018

From:

**THE MAYOR**

**TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.**

A handwritten signature in blue ink, appearing to be 'Eric Garceiti', is written over the printed name.

(Ana Guerrero) for

**ERIC GARCEITI**  
Mayor



Eric Garcetti, Mayor  
Rushmore D. Cervantes, General Manager

Housing Development Bureau  
1200 West 7th Street, Los Angeles, CA 90017  
tel 213.808.8638 | fax 213.808.8510  
hcidla.lacity.org

November 6, 2018

Council File No.: 15-0024  
Council District: Citywide  
Contact Persons: Brittany Murillo (213) 808-8976  
Doug Swoger (213) 808-8948

Honorable Eric Garcetti  
Mayor, City of Los Angeles  
Room 303, City Hall  
200 North Spring Street  
Los Angeles, CA 90012

Attention: Mandy Morales, Legislative Coordinator

**COUNCIL TRANSMITTAL: LOS ANGELES HOUSING + COMMUNITY INVESTMENT DEPARTMENT REQUEST FOR AUTHORITY TO EXECUTE THIRD AMENDMENT TO COOPERATION AGREEMENT WITH THE COMMUNITY DEVELOPMENT COMMISSION OF THE COUNTY OF LOS ANGELES (C-125926) TO INCREASE THE TOTAL CONTRACT COMPENSATION BY \$94,449 AND EXTEND THE CONTRACT TERM TO JUNE 30, 2019, FOR CONTINUATION OF A REGIONAL AFFORDABLE HOUSING LISTING SERVICE**

**SUMMARY**

The General Manager of the Los Angeles Housing + Community Investment Department (HCIDLA) respectfully requests that your office review and approve the recommendations contained in this transmittal and forward it to the City Council for further consideration. Through this transmittal, HCIDLA seeks authority to execute the third amendment to City contract number C-125926, which established a Cooperation Agreement with the Community Development Commission of the County of Los Angeles (County) and Emphasys Computer Solutions, Inc. (Emphasys) for provision of an affordable housing listing service. The proposed amendment to the current contract will add compensation in the amount of \$94,449, for a new total of \$367,869 and will extend the contract term to June 30, 2019.

The Cooperation Agreement provides for an affordable housing listing service whereby HCIDLA-restricted units are posted for online public review. The listing service – which includes online and toll-free call center support – provides individuals, families, and housing caseworkers with free listing services of residential rental properties in the Los Angeles County region. The City’s funding commitment leverages the County’s \$3.2 million investment, which was initially used to develop this inter-agency regional data sharing effort.

**RECOMMENDATIONS**

The HCIDLA General Manager respectfully requests that the Mayor and City Council:

- I. AUTHORIZE the General Manager of HCIDLA, or designee, to execute a Third Amendment to Contract No. C-125926 with the Community Development Commission of the County of Los Angeles and Emphasys Computer Solutions, Inc., extending the contract term to end June 30, 2019, retroactive to July 14, 2018, subject to the approval of the City Attorney as to form;
- II. AUTHORIZE the HCIDLA General Manager, or designee, to increase the compensation of the Community Development Commission of the County of Los Angeles and Emphasys Computer Solutions, Inc. contract in an amount not to exceed \$94,449, for a new contract total of \$367,869;
- III. AUTHORIZE the Controller to:

A. Transfer appropriations as follows:

***From***

<b><i>Fund/Account</i></b>	<b><i>Fund 100/43</i></b>	<b><i>Amount</i></b>
561/43 R143 HCID	001010 Salaries General	\$ 23,890.00
561/43 R299 Reimbursement of GF Costs	--	\$ 16,723.00
815/43 R143 HCID	001010 Salaries General	\$ 12,778.24
815/43 R299 Reimbursement of GF Costs	--	\$ 8,944.76
	Total	\$ 62,336.00

***To***

<b><i>Fund/Account</i></b>	<b><i>Fund 100/43</i></b>	<b><i>Amount</i></b>
561/43 R143 HCID	003040 Contractual Services	\$ 40,613.00
815/43 R143 HCID	003040 Contractual Services	\$ 21,723.00
	Total	\$ 62,336.00

B. Increase appropriation as follows:

<b><i>Fund/Account</i></b>	<b><i>Fund 100/43</i></b>	<b><i>Amount</i></b>
55J/43 R143 HCID	003040 Contractual Services	\$ 32,113.00

- IV. AUTHORIZE the General Manager of HCIDLA, or designee to prepare Controller instructions and make any technical adjustments consistent with the Mayor and City Council actions, subject to the approval of the City Administrative Officer (CAO), and instruct the Controller to implement the instructions.

## **BACKGROUND**

On December 19, 2006, the Board of Supervisors of the County of Los Angeles approved a joint recommendation submitted by the Los Angeles County Chief Executive Officer (CEO) and the Community Development Commission of the County of Los Angeles, delegating authority to the CEO to execute an agreement with Non-Profit Industries (DBA "SocialServe.com") for the creation of the Los Angeles County Housing Resource Center website (LAC-HRC). The website, <http://housing.lacounty.gov>, was subsequently launched in June 2007. In August 2015, Emphasys acquired the technology assets of SocialServe.com and became their parent company. The County entered into a Master Agreement with Emphasys to develop, operate and manage the LAC-HRC, with the most recent Agreement term effective December 30, 2015 and expiring on December 31, 2018. After the Master Agreement's expiration date, the County has two more years available for extension, and is in the process of extending the Master Agreement to December 31, 2020.

The County Board of Supervisors authorized the County to execute Cooperation Agreements with cities or agencies in Los Angeles County (including the City of Pasadena, the City of Los Angeles, and the non-profit agency, Affordable Living for the Aging) to develop and connect partner websites to the LAC-HRC database. These partner websites allow inter-agency, inter-jurisdictional sharing of information and leveraging of resources to enable a vast system of housing listings, with the primary purpose of providing individuals, families, and housing caseworkers with free listing services for affordable residential rental properties throughout the County of Los Angeles.

Prior to this Cooperation Agreement, a paper list of projects was utilized for public inquiries about affordable housing developments. The public can now view housing listings on [housing.lacity.org](http://housing.lacity.org) or speak to an operator who will assist them to search housing listings by calling 1-877-428-8844. The website keeps HCIDLA compliant with a federal requirement to affirmatively market units, in a manner that is accessible online and via phone call, when the public contacts the call center. The website also follows Website Content Accessibility Guidelines (WCAG) 2.0, which signifies that the information is accessible to persons who rely on screen readers, helmet pointers, and other assistive technologies, as required by current ADA Title II standards. The call center similarly supports relay systems for persons who are deaf or hearing impaired. Furthermore, housing searches can now be performed in over 100 languages, and with the assistance of a call center.

### **Contract Justification and Performance**

In 2015, HCIDLA was granted authority to enter into a Cooperation Agreement with the County of Los Angeles and SocialServe.com, for the development of a partner website for HCIDLA's affordable rental housing properties. The Cooperation Agreement funded the development and subsequent launch of the new website, [housing.lacity.org](http://housing.lacity.org), which has since offered thousands of users new multi-media platforms for finding affordable housing opportunities.

The LAC-HRC is a countywide platform for searching for housing set at very low to moderate income levels (up to 120% Area Median Income). From October 2017 through September 2018, the website received 2,293,578 queries and 23,400 hotline phone calls resulted regarding housing in Los Angeles County. Countywide, there are 101,181 housing units listed in the system with 703 units available and not on a waiting list. There are an additional 1,814 listings (each representing one or more units) on an open

waiting list. A subset of 38,059 units in the City of Los Angeles are represented in these listings. The City of Los Angeles housing units have been made affordable through the Density Bonus program, other Land Use concessions and City financing.

Through this Agreement, the City's contribution of funding and provision of data, in conjunction with the County's investment of \$3.2 million over a period of nine years, has enabled the development of a complex and robust regional data infrastructure, website and call center. The continuance of the Cooperation Agreement will facilitate the promulgation and promotion of regional data sharing, and augment both City and County resources. It is also important to note that services provided through this contract are directly aligned with the Mayor's Executive Directive establishing an "Open Data" policy initiative.

### **Contract Costs and Term**

During the first year of the Cooperation Agreement, the City's portal, [housing.lacity.org](http://housing.lacity.org), was successfully designed, launched, and maintained; over 200 new properties were registered via the website. Since the start of the contract in 2015, over 800 properties have been registered on the website. The second and third years' costs included maintenance costs related to hosting the website and call center support. The amount previously authorized for this contract was \$273,420. Costs for operation in the fourth year of the Cooperation Agreement are budgeted at \$94,449 for a new total of \$367,869.

The contract includes \$8,586, which is a 10% administrative cost allocation for the County to administer the Cooperation Agreement. All costs are outlined in Attachment 1, Draft Third Amendment to the Cooperation Agreement.

### **Fiscal Impact**

There is no impact to the City's General Fund. Funding for this contract amendment is provided by HOME Fund No. 561, Municipal Housing Finance Fund No. 815, and the Low and Moderate Income Housing Fund No. 55J.

Prepared by:



BRITTANYA A. MURILLO  
Manager, Occupancy Monitoring Unit

Reviewed by:



DOUGLAS SWOGER  
Director, Asset Management Division

Reviewed by:



SEAN L. SPEAR  
Assistant General Manager

Approved by:



LAURA K. GUGLIELMO  
Executive Officer

Approved by:



RUSHMORE D. CERVANTES  
General Manager

ATTACHMENT:

Draft Third Amendment to the Cooperation Agreement, Contract Number C-125926



**THIRD AMENDMENT TO  
COOPERATION AGREEMENT BY AND BETWEEN  
THE COMMUNITY DEVELOPMENT COMMISSION OF THE  
COUNTY OF LOS ANGELES AND THE LOS ANGELES HOUSING AND COMMUNITY  
INVESTMENT DEPARTMENT FOR SHARED DATA COLLECTION AND CREATION AND  
MAINTENANCE OF A HOUSING RESOURCE CENTER PARTNER WEBSITE**

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THIS THIRD AMENDMENT to the Cooperation Agreement ("Amendment Three") is made and entered into by and between the Community Development Commission of the County of Los Angeles ("Commission"), the Los Angeles Housing and Community Investment Department (HCID), and Emphasys Computer Solutions, Inc., a Michigan corporation ("Contractor"). The Commission, HCID and the Contractor are hereinafter referred to collectively as the "Parties" and each individually as a "Party." HCID enters into this Second Amendment in partnership with the Commission and Contractor to continue operation and improve the partner website ("HCID Partner Website") that is linked to the Los Angeles County Housing Resource Center website ("LAC-HRC Website") that is operated by the Contractor on behalf of the Commission.

WITNESSETH

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- A. WHEREAS, from March 31, 2009 to December 31, 2018, the Commission maintained a contract (Master Agreement) with Emphasys to develop, operate, and manage the LAC-HRC Website; and
- B. WHEREAS, the Commission's Executive Director was granted authority to enter into agreements with cities or agencies in Los Angeles County that desired to have partner websites to the LAC-HRC Website; and
- C. WHEREAS, the executed Cooperation Agreement has been further identified by HCIDLA as City Contract No. C-125926; and
- D. WHEREAS, Section 8.A. of the Cooperation Agreement provides for amendments; and
- E. WHEREAS, the Parties are desirous of amending the Cooperation Agreement as authorized by the Los Angeles City Council and Mayor (refer to Council File No. 15-0024, dated March 21, 2018; approved by Council on March 20, 2018 and concurred by the Mayor on March 22, 2018), for the purpose of increasing compensation by Ninety Four Thousand, Four Hundred Forty Nine Dollars (\$94,449); for a new contract amount of Three Hundred Sixty-Seven Thousand, Eight Hundred Sixty Nine Dollars (\$367,869); and these funds which will be paid from the HCID's HOME Investment Partnerships Program Fund No. 561, the Low and Moderate Income Housing Fund No. 55J, and the Municipal Housing Finance Fund No. 815, represents a partial match to the \$3.2 million commitment made by the County for this regional data sharing effort; and

- F. WHEREAS, a contract (“Master Agreement”) for Internet-based Housing Database and Website Services by and between the Commission and the Contractor was executed on December 30, 2015; and
- G. WHEREAS, the Commission’s Executive Director was granted authority to amend existing Cooperation Agreements related to the LAC-HRC Website; and
- H. WHEREAS, this Amendment is necessary and proper to continue and/or complete certain activities authorized under the Cooperation Agreement; and

NOW, THEREFORE, the Parties agree that the Revised Agreement be amended effective upon execution, as follows:

#### AMENDMENT

1. Amend Section 6, Fees and Payments by deleting the total dollar amount of Two Hundred Seventy Three Thousand Four Hundred Twenty Dollars (\$273,420) and replacing it with a new total of Three Hundred Sixty-Seven Thousand, Eight Hundred Sixty Nine Dollars (\$367,869).

This amendment adds an additional Ninety Four Thousand Four Hundred Forty Nine Dollars (\$94,449) for a new total of Three Hundred Sixty-Seven Thousand, Eight Hundred Sixty Nine Dollars (\$367,869).

2. Amend Section 7, General Terms and Conditions by deleting the ending date of July 13, 2018 and replacing with the new end date of June 30, 2019.
3. Amend to add Exhibit D attached hereto and incorporated herein.
3. Except as herein amended, all terms and conditions of the Agreement shall remain in full Force and effect.
4. This Amendment is executed in four (4) duplicate originals, each of which is deemed to be an original. This Amendment includes Four (4) pages and One (1) exhibit which constitute the entire understanding and agreement of the parties.



IN WITNESS WHEREOF, the Parties have caused this Revised Agreement to be executed by their duly authorized representatives.

COUNTY OF LOS ANGELES  
Chief Information Office

Executed this \_\_\_\_\_ day of

\_\_\_\_\_, 2018

By: \_\_\_\_\_  
William S. Kehoe,  
Chief Information Officer

For: COMMISSION  
Community Development Commission of the  
County of Los Angeles

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Monique King-Viehland, Executive Director

APPROVED AS TO FORM:  
MARY C. WICKHAM  
County Counsel

By: \_\_\_\_\_  
Senior Deputy County Counsel

Date: \_\_\_\_\_

APPROVED AS TO FORM:  
MICHAEL N. FEUER, City Attorney

For: THE CITY OF LOS ANGELES

RUSHMORE D. CERVANTES  
General Manager  
Los Angeles Housing and Community  
Investment Department

By: \_\_\_\_\_

By Assistant/Deputy City Attorney

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Laura Guglielmo, Executive Officer

Date: \_\_\_\_\_

ATTEST:  
HOLLY L. WOLCOTT, City Clerk

By: \_\_\_\_\_  
Deputy City Clerk

Date: \_\_\_\_\_

For: Emphasys Computer Solutions,  
Inc.

(Contractor's Corporate Seal)

By: \_\_\_\_\_  
Name: MICHAEL BYRNE  
Title: Chief Executive Officer

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Agreements	Council File	Council and Mayor Approval Dates
Original Contract	CF15-0024	February 17, 2015
Amendment 1	CF15-0024	August 24, 2016
Amendment 2	CF15-0024	March 20, 2018 & March 22, 2018
Amendment 3	XXXXXX	XXXXX

Said Agreement is Number C-125926 of City Contracts Amendment Three

**EXHIBIT D****PROJECT COST SCHEDULE**

<b>Service Component</b>	<b>Cost</b>
Registration/outreach/support (\$55/project x 100 projects)	\$5,500
Trainings: three online trainings \$500 each	\$1,500
Prevent HCIDLA flagged projects from being deleted	\$578
Custom link to track flagged and flag co-funded properties	\$971
Custom status report	\$289
Host website	\$10,500
Call center support	\$36,750
Periodic polling report	\$6,300
Develop custom report: housing availability notification registry	\$20,000
Housing availability notification registry- map spatial areas	\$2,250
Maintenance of housing availability notification registry	\$1,225
Subtotal	\$85,863
LA CDC 10% of contract Administrative Fee	\$8,586
<b>Total contract amount</b>	<b>\$94,449</b>