

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: January 19, 2018

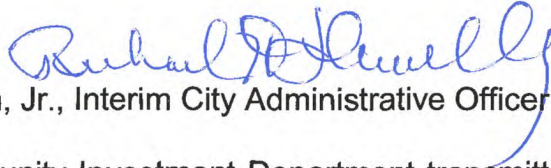
CAO File No. 0220-00540-1262

Council File No. 16-0729

Council District: Citywide

To: The Mayor  
The Council

From: Richard H. Llewellyn, Jr., Interim City Administrative Officer



Reference: Housing and Community Investment Department transmittal dated November 20, 2017; Received by the City Administrative Officer on November 21, 2017

Subject: **REQUEST FOR AUTHORITY TO EXECUTE A FIRST AMENDMENT TO THE CONTRACT WITH URBAN FUTURES BOND ADMINISTRATION FOR CONTINUATION OF SERVICES RELATED TO OCCUPANCY MONITORING OF AFFORDABLE HOUSING**

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### RECOMMENDATION

That the Council, subject to the approval of the Mayor, adopt the recommendations of the Housing and Community Investment Department (HCID) transmittal dated November 20, 2017 relative to the continuation of tenant occupancy monitoring services with Urban Futures Bond Administration, Inc. (UFBA).

### SUMMARY

The General Manager of the Los Angeles Housing and Community Investment Department (HCID) requests authority to execute a First Amendment to Contract No. C-129186 with Urban Futures Bond Administration, Inc. (UFBA) for the continued provision of tenant occupancy monitoring services. The proposed First Amendment to the contract will extend the term of the contract by 12 months to commence retroactive to January 1, 2018 through December 31, 2018, and increase the contract amount by \$950,000, for a total contract amount not to exceed \$1,900,000. The proposed extension is the first of two 12-month extension options. Under the administrative oversight of the HCID, UFBA conducts occupancy monitoring of the HCID's affordable housing portfolio to ensure compliance with the rent, incomes, and occupancy restrictions codified in the city's affordable housing regulatory agreements and Land Use covenants. The HCID completed two comprehensive audits on the occupancy monitoring services provided by UFBA, and reported a positive evaluation during the contractual period. The requested contract amendment is needed in order to continue to perform tenant occupancy monitoring of the affordable housing portfolio for calendar year 2018.

This Office completed a Charter Section 1022 determination on July 26, 2016, and found that the requested affordable housing occupancy monitoring services could be performed more feasibly by contractors than by City employees.

## **FISCAL IMPACT STATEMENT**

There will be no impact to the City's General Fund. Funding for the proposed First Amendment to the contract with Urban Futures Bond Administration, Inc. will be provided by the Housing and Community Investment Department's Municipal Housing Finance Fund No. 815 (\$340,000), HOME Investment Partnership Program Fund No. 561 (\$180,000), and Low and Moderate Income Housing Fund No. 55J (\$430,000). The recommendation is in compliance with the City's Financial Policies in that funding for the proposed contract amendment is available within the identified funds.

*RHL:ISC:02180066C*