

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: March 19, 2018

CAO File No. 0220-00540-1265

Council File No. 17-0027

Council District: Citywide

To: The Mayor  
The Council

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

Reference: Housing and Community Investment Department transmittal dated January 22, 2018; Received by the City Administrative Officer on January 29, 2018; Additional Information Received through February 8, 2018

Subject: **REQUEST FOR AUTHORITY TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR AT-RISK AFFORDABLE HOUSING TENANT OUTREACH AND EDUCATION SERVICES**

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### RECOMMENDATIONS

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

1. Amend Recommendation I of the Housing and Community Investment Department (HCID) transmittal (Report) dated January 22, 2018 relative to the provision of tenant outreach and education services with the Coalition for Economic Survival (CES), to commence retroactive to January 1, 2018 through December 31, 2018, with two one-year renewal options, and adopt Recommendation I as amended; and,
2. Adopt Recommendations II and III of the related Report.

### SUMMARY

The Housing and Community Investment Department (HCID) requests authority to negotiate and execute a new Professional Services Agreement (Agreement) with the Coalition for Economic Survival (CES) for the provision of outreach and education to residents of expiring and at-risk affordable housing through the At-Risk Affordable Housing Tenant Outreach and Education Services contract. The proposed contract would have a one year term to commence retroactive to January 1, 2018 through December 31, 2018, with two one-year renewal options, and compensation in an amount not to exceed \$103,000.

On May 8, 2017, HCID released a Request for Proposal (RFP) to solicit proposals from qualified individuals or firms to provide tenant outreach and education services as described in the RFP scope of work section of HCID's Report. The CES was qualified through their extensive knowledge and proven experience. Additional information regarding the RFP process and results can be found in the HCID Report. This Office concurs with the recommendations of the Department, as amended.

The Personnel Department completed a Charter Section 1022 determination on October 25, 2016, and determined that City employees currently do not have the expertise necessary to perform direct tenant outreach and education services as outlined in the draft Agreement attached to the HCID Report.

## **FISCAL IMPACT STATEMENT**

There is no impact to the General Fund. The proposed Agreement with the Coalition for Economic Survival will be paid for by the Affordable Housing Trust Fund No. 44G, which is earmarked for housing preservation services. The recommendations in this report are in compliance with the City's Financial Policies in that the costs for these services will be paid through available special funds sources.

*RHL:ICS:02180074C*