

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: September 8, 2022

CAO File No. 0220-00540-1619

Council File No. 12-0968-S6

Council District: 1, 8 & 9

To: The Mayor  
The Council

From: *for* Matthew W. Szabo, City Administrative Officer 

Reference: Los Angeles Housing Department transmittal dated August 8, 2022; Received by the City Administrative Officer on August 12, 2022; Additional Information Received through September 6, 2022.

Subject: **REQUEST FOR AUTHORITY TO EXECUTE A FIRST AMENDMENT TO CITY CONTRACT C-135171 WITH NEW ECONOMICS FOR WOMEN TO EXTEND THE CONTRACT TERM FOR A FOURTH YEAR THROUGH NOVEMBER 30, 2023, TO PROVIDE SERVICES RELATED TO THE USC AFFORDABLE HOUSING PROGRAM**

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### RECOMMENDATION

That the City Council, subject to the approval of the Mayor, authorize the General Manager of the Los Angeles Housing Department (LAHD), or designee, to execute a First Amendment to City Contract C-135171 with New Economics for Women to extend the contract term by one year through November 30, 2023, and incorporate an updated Professional Fee Schedule, new department name and management contacts, and the latest version of the standard provisions for City contracts, in substantial conformance with the draft Amendment attached to the LAHD transmittal, dated August 8, 2022, subject to review and approval by the City Attorney as to form and compliance with the City's contracting requirements.

### SUMMARY

The Los Angeles Housing Department (LAHD) requests authority to execute a First Amendment to City Contract No. C-135171 with New Economics for Women (NEW) for the continued provision of homebuyer training services related to the University of Southern California (USC) Affordable Housing Program. The proposed First Amendment will extend the contract term by one year for a revised term end date of November 30, 2023. The proposed Amendment will also incorporate the following amendments: 1) updated City contract standard provisions, which were implemented since the original contract's execution; 2) technical changes to the contract terms in light of the LAHD's new department name and management changes; and, 3) a revised Fee Schedule provided by NEW and approved by the LAHD. The proposed Amendment does not require additional funding. The current balance for this contract is available to fund the proposed services

to cover the Amendment term.

On December 11, 2019, the Mayor and Council authorized the LAHD to execute a contract with NEW for the purpose of providing homebuyer education classes and counseling to residents in the USC Nexus Study Area, with a compensation amount not to exceed \$50,000, and a contract term of three years from December 1, 2019 through November 30, 2022 (C.F. 12-0968-S5). The LAHD executed the contract with NEW on February 19, 2020, but the services were not performed due to the COVID-19 pandemic restrictions. The contractor, NEW, provided LAHD with an action plan, dated June 9, 2022, with an updated timeline of when the planned activities can be implemented since in-person activities are returning to pre-pandemic levels. The scope of work and deliverables include: a) providing homebuyer education counseling for 250 individuals; b) providing pre-purchasing housing counseling for 50 individuals; and c) hosting five, homebuyer education workshops. The LAHD notes that an extension to the contract term is necessary to allow NEW to complete the work that was delayed due to the COVID-19 pandemic.

Pursuant to Charter Section 1022, the Personnel Department determined that the City employees have the necessary qualifications to perform the homebuyer training services. This Office, however, determined that the work can be performed more feasibly by a contractor than City forces due to insufficient City staff and the intermittent nature of the proposed work.

### **FISCAL IMPACT STATEMENT**

There is no impact to the General Fund. The funding for the original contract with New Economics for Women was provided by the Affordable Housing Trust Fund. The proposed services will be provided during the First Amendment term and will be funded with the available balance currently set aside for this contract.

### **FINANCIAL POLICIES STATEMENT**

The recommendation of this report complies with the City's Financial Policies.