

MOTION BY SUPERVISOR SHEILA KUEHL

May 29, 2018

Memorandum of Understanding for Universal Funding Application

On February 9, 2016, the Board of Supervisors (Board) adopted the Homeless Initiative to combat the homeless crisis, which includes “Strategy E-13 – Coordination of Funding for Supportive Housing,” to align funding priorities and processes and develop a universal online funding application to assist affordable housing developers by providing a streamlined application system. Staff from the Community Development Commission of the County of Los Angeles (Commission), the County of Los Angeles Departments of Mental Health and Health Services (DMH and DHS), the Housing and Community Investment Department of the City of Los Angeles (HCID-LA), the Housing Authority of the City of Los Angeles (HACLA), the Los Angeles Homeless Services Authority (LAHSA), and the nonprofit housing organization, CSH, are part of the E-13 effort. The E-13 workgroup has, to a great extent, aligned funding priorities and processes and is now close to developing a universal funding application.

To reach this universal application goal, in July 2017, HCID-LA’s Information Technology Department issued a Request for Proposals for the development of a funding application that would meet the needs of all funding agencies. HCID-LA

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received two proposals at the end of August 2017. After thorough evaluation and discussion amongst the E13 group, the vendor, 3Di Systems (3Di), was selected. The universal online funding application system will be developed using 3Di's Civic Application Platform, which is employed by a number of local governments to serve a range of needs, from licensing and permitting, to public safety, and grant/loan applications. The cost for development of the universal funding application is \$195,000 plus \$83,400 per year for annual maintenance fees. The Commission will be utilizing \$195,000 in previously identified funds, consisting of \$150,000 in County Affordable Housing Funds and \$45,000 in No Place Like Home (NPLH) Technical Assistance Grant Funds, to fund the development costs of the universal funding application. The Commission's share of costs of \$27,800 per year towards ongoing maintenance fees will also be funded by previously identified County Affordable Housing Funds. The remaining balance of annual maintenance fees will be divided between HCID-LA and HACLA.

Because HCID-LA is using its contract authority to retain 3Di, the Commission will need to execute a Memorandum of Understanding (MOU) with HCID-LA to detail each agency's roles and responsibilities and to allow for the transfer funds from the Commission to HCID-LA for the application's development and annual maintenance.

I, THEREFORE, MOVE that the Board of Supervisors acting as the Board of Commissioners of the Community Development Commission, authorize the Executive Director, or designee, to execute, and if necessary, amend or terminate, after approval as to form by County Counsel, an MOU and any related documents between HCID-LA and the Commission, to develop an online funding application system and to make

payments to HCID-LA for County costs associated with such system in amounts not to exceed \$195,000 for development costs and \$27,800 per year for annual maintenance costs thereafter.

S:MR/Memorandum of Understanding for Universal Funding Application