



**COMMUNITY DEVELOPMENT COMMISSION/
HOUSING AUTHORITY**

of the County of Los Angeles

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Hilda L. Solis
Mark Ridley-Thomas
Sheila Kuehl
Janice Hahn
Kathryn Barger
Commissioners

Monique King-Viehland
Executive Director

December 18, 2018

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

The Honorable Board of Commissioners
Community Development Commission
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors and Commissioners:

**APPROVAL OF HOMELESS PREVENTION INITIATIVE FUNDS FOR CONTINUED
OPERATION OF THE INTERNET-BASED LOS ANGELES COUNTY HOUSING
RESOURCE CENTER
(ALL DISTRICTS) (3 VOTES)**

CIO RECOMMENDATION: APPROVE (X)

SUBJECT

This letter requests approval of continued Homeless Prevention Initiative (HPI) funds for a two-year extension to the Los Angeles County Housing Resource Center (Housing Resource Center) contract between the Community Development Commission (Commission) and Emphasys Computer Solutions, Inc. (Emphasys). The Commission and Emphasys originally entered into the Housing Resource Center contract (Contract) on December 30, 2015.

IT IS RECOMMENDED THAT THE BOARD OF SUPERVISORS:

1. Approve and authorize the Chief Executive Officer (CEO) to execute, and if necessary amend a funding agreement to transfer to the Commission a total of \$444,000 in HPI funds, to finance a two-year extension to the Contract for the continued operation of the Housing Resource Center, at an annual cost of \$222,000.

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

2-D December 18, 2018

CELIA ZAVALA
EXECUTIVE OFFICER

2. Find that this approval of HPI funding is not subject to the provisions of the California Environmental Quality Act (CEQA) because the proposed activity is not defined as a project under CEQA, and will not have the potential for causing a significant effect on the environment.

IT IS RECOMMENDED THAT THE BOARD OF COMMISSIONERS OF THE COMMUNITY DEVELOPMENT COMMISSION:

1. Find that approval of the Contract amendment is not subject to the provisions of CEQA because the proposed activity is not defined as a project under CEQA and will not have the potential for causing a significant effect on the environment.
2. Authorize the Executive Director, or designee, to execute, and if necessary amend a funding agreement with the County to accept a total amount of up to \$444,000 in HPI funds to fund a two one-year extensions of the Contract, at \$222,000 per year, which will allow for the continuing operation of the Housing Resource Center, to be operated by Emphasys.
3. Authorize the Executive Director, or designee, to incorporate, as needed, up to \$444,000 in HPI funds into the Commission's approved Fiscal Year 2018-2019 budget on an as-needed basis, and include in future years' budgets accordingly for the purposes described herein.
4. Authorize the Executive Director, or designee, to amend and increase the contract maximum sum authority up to \$444,000 using ongoing HPI funds, for a total maximum sum authority of \$1,194,775 over five years, to be effective following approval as to form by County Counsel and execution by all parties.
5. Authorize the Executive Director, or designee, to amend the Contract to increase the compensation amount by up to 10 percent above the total, and further expand or amend the scope of services and deliverables in keeping with the purpose of the Contract in order to improve website awareness and/or functionality, using remaining CEO Information Technology Funds (ITF), website partnership fees, and/or Affordable Housing Trust Funds, to be effective following approval as to form by County Counsel, review and approval by the Chief Information Office (CIO), and execution by all parties.
6. Authorize the Executive Director, or designee, to amend the Contract to increase the compensation amount by up to 50 percent above the total, in the event of a disaster or emergency situation in which the Contractor's internet and call center disaster recovery services are required for emergency housing relocation, subject to funding availability, and following

approval as to form by County Counsel and review and approval by the County Office of Emergency Management (OEM) and CIO.

PURPOSE /JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to approve additional HPI funds for a two-year extension of the Contract with Emphasys to continue uninterrupted operation of the Housing Resource Center and existing partner websites.

The current three-year contract with Emphasys was executed on December 30, 2015 and expires on December 31, 2018. The Contract extension will allow for continued operation of the Housing Resource Center website and associated services and existing partner websites without interruption to provide critically needed housing information and services to Los Angeles County residents.

The primary purpose of the Housing Resource Center is to provide free listing services of residential rental properties in the County, to keep the listings updated, and to make the rental listings available at no cost to individuals, families and housing caseworkers in the County via the internet or toll-free call. The search filters allow for listings of landlords who accept Section 8 Housing Choice Vouchers and Veterans Affairs Supportive Housing Vouchers. The website also has additional information on special needs rental units to assist County departments and approved agencies with housing placement, and ADA-compliant units to assist persons that require such accessible features. The Housing Resource Center has proven to be very successful, and there are currently over 12,000 landlords registered and over 2,100 rental property listings with available units or open waiting lists.

FISCAL IMPACT/FINANCING

On December 15, 2015, your Board approved a three-year Contract with Emphasys in the maximum amount of \$750,775. Your Board also authorized the Contract to be extended up to two additional years, subject to funding availability.

A total of up to \$444,000 will be incorporated into the Commission's approved Fiscal Year 2018-2019 and future years' budgets accordingly to fund up to two additional years of service under the Contract.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In the event of a disaster or emergency situation, the Board of Commissioners previously authorized the Executive Director to increase the compensation amount by up to 50 percent above the total, in which the contractor's internet and Call Center disaster recovery services are required for emergency housing relocation, subject to funding availability and following approval as to form by County Counsel and review and approval by the County Office of Emergency Management (OEM) and Chief Information Office.

The Housing Resource Center project will continue to provide cost-effective benefits and services to Los Angeles County residents for years to come. Approval of the recommended actions will extend the funding for the operation of the Housing Resource Center through the end of 2020.

The Chief Information Officer (CIO) reviewed this request and recommends approval. The CIO determined this recommended action contains no new Information Technology matters requiring an analysis.

ENVIRONMENTAL DOCUMENTATION

The proposed approval and transfer of funds through the Contract amendment between the Commission and Emphasys for the continuation of the Housing Resource Center project is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34(a)(3) because it involves administrative activities that will not have a physical impact on, or result in any physical changes to the environment. The action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT PROGRAM

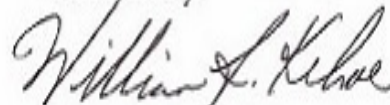
Approval of the recommended actions will enable the Housing Resource Center website and Call Center to continue providing services without interruption and enhance the ability of the Commission to provide housing information and referral services and benefits to residents of the County, including landlords and tenants, as well as housing locators, lending institutions, real estate professionals, veterans, and other providers of affordable, special needs, supportive, transitional, and emergency housing.

Respectfully submitted,



to MONIQUE KING-VIEHLAND
Executive Director

Reviewed by:



WILLIAM S. KEHOE
Chief Information Officer

Enclosures

**CONTRACT AMENDMENT NO. 1
TO
INTERNET-BASED HOUSING DATABASE AND WEBSITE SERVICES CONTRACT**

THIS AMENDMENT NO. 1 TO CONTRACT is made and entered into this 1st day of January, 2019, by and between the Community Development Commission of the County of Los Angeles, hereinafter referred to as "Commission" and Emphasys Computer Solutions, Inc., a Michigan corporation, hereinafter referred to as "Contractor".

WITNESSETH THAT:

WHEREAS, the Commission and the Contractor entered into an original Contract on December 30, 2015, to provide internet-based housing database and website services to the Commission ("Contract") on an as-needed basis for three (3) years with the option for two (2) one-year extensions with a Maximum Contract Sum of \$750,775;

WHEREAS, the Parties wish to amend said Contract to extend for the fourth year to December 31, 2019 and increase the Maximum Contract Sum by \$222,000; and

WHEREAS, it is the intent of the Parties hereto to amend the Contract to update certain terms and conditions to the Contract, and to provide for other changes set forth herein.

NOW, THEREFORE, in consideration of the mutual undertakings, herein, the Parties hereto agree that said Contract be amended as follows:

1. Section 2, Term is amended as follows:

This Contract shall be extended for an additional twelve (12) months and shall remain in full force to December 31, 2019 unless sooner terminated as provided herein.

2. Section 4, Compensation is amended to read as follows:

The Maximum Contract Sum under this Contract shall not exceed NINE HUNDRED SEVENTY-TWO THOUSAND SEVEN HUNDRED SEVENTY-FIVE Dollars (\$972,775.00).

3. Section 53, Compliance with County's Zero Tolerance Human Trafficking is added as follows:

53. COMPLIANCE WITH COUNTY'S ZERO TOLERANCE HUMAN TRAFFICKING

The Contractor acknowledges that the County of Los Angeles has established a Zero Tolerance Human Trafficking Policy prohibiting contractors from engaging in human trafficking.

If a Contractor or member of the Contractor's staff is convicted of a human trafficking offense, the Commission shall require that the Contractor or member of Contractor's staff be removed immediately from performing services under the Contract. The Commission will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.

Disqualification of any member of the Contractor's staff pursuant to this paragraph shall not relieve the Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

- 4. Attachment A, Statement of Work, is amended to add the following:

The Commission offices shall recognize Cesar E. Chavez Day (celebrated the fourth Monday of March) as a holiday under this Contract.

- 5. Attachment H, Required Contract Forms, is amended to add the following form, attached hereto and incorporated herein:

Zero Tolerance Human Trafficking Policy Certification

- 6. All other terms and conditions in the Contract shall remain the same and in full force and effect.

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SIGNATURES

IN WITNESS, WHEREOF, the Commission and the Contractor, through their duly authorized officers, have executed this Amendment No. 1 as of the date first above written.

COMMUNITY DEVELOPMENT COMMISSION
OF THE COUNTY OF LOS ANGELES

EMPHASYS COMPUTER SOLUTIONS, INC.

By _____
Monique King-Viehland
Executive Director

By _____
Michael Byrne
President

APPROVED AS TO FORM:
MARY C. WICKHAM
County Counsel

APPROVED AS TO PROGRAM:
ASSISTED HOUSING DIVISION

By _____
Behnaz Tashakorian
Senior Deputy County Counsel

By _____
Darlene Aikens
Acting Director