



**COMMUNITY DEVELOPMENT COMMISSION
of the County of Los Angeles**

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**Gloria Molina
Mark Ridley-Thomas
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Commissioners

Sean Rogan
Executive Director

January 11, 2011

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

ADOPTED
Community Development Commission

#12 JANUARY 11, 2011

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

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

**CIO RECOMMENDATION: (x) APPROVE () APPROVE WITH MODIFICATION
() DISAPPROVE**

SUBJECT

This letter recommends approval of four years of continued Homeless Prevention Initiative (HPI) funding for the uninterrupted operation of the Los Angeles County Housing Resource Center (LAC-HRC) database website and associated housing locator services. This letter relates to an item on the agenda of the Board of Commissioners of the Community Development Commission (Commission) for approval of the related contract amendment.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Transfer to the Commission previously-approved authority granted to the Chief Executive Office (CEO) on November 18, 2008, to exercise a one-year option to extend ongoing funding of HPI for a total not to exceed amount of \$202,000.
2. Approve an additional three years of HPI funding for a total not to exceed amount of \$202,000 per year. The funds will be transferred annually to the Commission for the operation of the contract with Non-Profit Industries, Inc. dba Socialserve.com.

3. 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.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The purpose of the recommended actions is to approve the transfer of funding to the Commission to continue uninterrupted operation of The Los Angeles County Housing Resource Center (LAC-HRC) website and call center.

FISCAL IMPACT/FINANCING

The HPI ongoing funding in the amount of \$202,000 for the LAC-HRC was approved by your Board in April 2006 using County General funds. The proposed four years of additional funding will increase the contract amount by \$808,000. The funds for the first year are included in the Commission's and the County's FY 2010-2011 approved Annual Budgets. Funds for future years will be included through the Commission's annual budget approval process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On April 4, 2006, your Board approved an HPI recommendation to establish a housing search and listing database website for Los Angeles County. On December 19, 2006, your Board approved a joint recommendation submitted by the CEO and the Commission, delegating authority to the CEO to execute a sole source agreement with Socialserve.com to create a website called the Los Angeles County Housing Resource Center. The website was subsequently launched in June 2007.

The primary purpose of the website and call center support is to provide free listing services of residential rental properties in Los Angeles County, to keep the listings updated, and to make the rental listings available at no cost for individuals, families and housing caseworkers in the County via the internet or toll-free phone call. The listing information includes data on landlords who accept tenants with Section 8 Housing Choice Vouchers and Veterans Affairs Supportive Housing (VASH) Vouchers. The website also has additional information on special needs rental units to assist County departments and approved agencies with housing placement. The LAC-HRC has proven to be very successful, and there are currently over 8,900 landlords registered and approximately 4,400 units currently available or with an open waiting list.

In 2009, the contract administration for the LAC-HRC was transferred from the CEO to the Commission; the Commission expanded the current database and website with further development of the system. Commission staff manages the workflow of website changes, coordinates among stakeholder agencies, develops marketing material, manages passwords, and provides training on the website.

Following the County's receipt of federal stimulus and recovery funds for housing in 2009 and 2010, the LAC-HRC was used to provide screening and mapping functions to assist the public and professional users in evaluating program eligibility for the Homelessness Prevention and Rapid Re-housing Program (HPRP), and the Neighborhood Stabilization Program (NSP).

The HPI funds requested herein provide the annual fee-for-service to Socialserve.com for the maintenance and support of the website service. Approval of the recommended actions would extend the operation of the LAC-HRC through December 31, 2014.

The Chief Information Officer recommends approval of the funding transfer (CIO Analysis attached).

ENVIRONMENTAL DOCUMENTATION

The proposed transfer of funds 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 PROJECTS

Approval of the recommended actions will enhance the ability of the Commission to meet time-sensitive requirements of the Homeless Prevention and Rapid Re-Housing and Neighborhood Stabilization Programs. The additional services approved through this LAC-HRC Project expansion will provide benefits to residents of Los Angeles 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,

for 
SEAN ROGAN
Executive Director
COMMUNITY DEVELOPMENT COMMISSION
COUNTY OF LOS ANGELES


RICHARD SANCHEZ
Chief Information Officer
COUNTY OF LOS ANGELES

CIO ANALYSIS

**CONTRACT AMENDMENT WITH NON-PROFIT INDUSTRIES, INC. DBA
SOCIALSERVE.COM FOR INTERNET BASED
LOS ANGELES COUNTY HOUSING RESOURCE CENTER**

CIO RECOMMENDATION: **APPROVE** **APPROVE WITH MODIFICATION**
 DISAPPROVE

Contract Type:

New Contract **Contract Amendment** **Contract Extension**
 Sole Source Contract **Hardware Acquisition** **Other**

New/Revised Contract Term: **Base Term: 4 Yrs** **# of Option Yrs N/A**

Contract Components:

Software **Hardware** **Telecommunications**
 Professional Services

Project Executive Sponsor: **Sean Rogen, Executive Director, Community Development
Commission/Housing Authority**

Budget Information :

Y-T-D Contract Expenditures	\$1,251,284
Requested Contract Amount	\$ 808,000
Aggregate Contract Amount	\$2,059,284

Project Background:

Yes	No	Question
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project legislatively mandated?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project sub-vented? If yes, what percentage is offset? 100% Homeless Prevention Initiative (HPI).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved. All County social service and health service departments utilize the Los Angeles County Housing Resource Center (LAC-HRC) to identify rental, emergency, transitional, and special needs housing vacancies throughout the County.

Strategic Alignment:

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project in alignment with the County of Los Angeles Strategic Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project consistent with the currently approved Department Business Automation Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project's technology solution comply with County of Los Angeles IT Directions document?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project technology solution comply with preferred County of Los Angeles IT standards?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	This contract and/or project and its milestone deliverables must be entered into the Information Technology Tracking System (ITTS). Work to be performed via this Amendment is routine maintenance and subscription services for the existing LAC-HRC Website.

Project/Contract Description:

The Community Development Commission (CDC) is requesting Board authorization to amend an existing Agreement with Non-Profit Industries, Inc., doing business as SocialServe.com, to extend the Agreement Term by four years, to December 2014, and increase the contract amount by \$808,000, from \$1,251,284 to \$2,059,284. In addition, CDC is requesting authorization to increase contract amount by up to 15% (\$308,892) for additional services.

These actions will allow CDC to continue operation of the LAC-HRC, including minor enhancements as needed, and ensure ongoing maintenance and support of the LAC-HRC Website.

Background:

The Chief Executive Office (CEO) executed the original sole source Agreement in December 2006, under authority delegated by the Board of Supervisors. The scope of the initial Agreement was limited to creation of a Los Angeles County housing resource Website to provide basic housing resource information. Since that time, LAC-HRC has been enhanced to include GIS mapping tools, a call center support to the public and housing caseworkers in the County, and various enhancements to meet requirements of the Homelessness Prevention and Rapid Re-housing Program (HPRP), and the Neighborhood Stabilization Program (NSP).

Project Justification/Benefits:

Extension of the Agreement term and increase of the contract amount will provide ongoing maintenance and support of LAC-HRC, based on an annual fee of \$202,000 per year. SocialServe.com also provides minor enhancements to the system, as needed, to meet changing requirements. The requested increase of \$808,000 will fund only the annual maintenance.

If CDC requires further expansion of the Website during this four-year period, they will use authority authorized via this Amendment. As with the current Agreement, any changes to the scope of work will require approval by County Counsel and the Chief Information Office (CIO).

Project Metrics:

Based on services provided to date, CDC is highly confident that SocialServe.com will continue to provide excellent services throughout this amended term. Because the services are limited to annual maintenance, no other metrics have been considered.

Impact on Service Delivery or Department Operations, If Proposal Is Not Approved:

If this proposal is not approved, CDC could not ensure uninterrupted operation of the LAC-HRC Website and services. Additionally, CDC would be unable to enhance the Website and services to meet changing business needs.

Alternatives Considered:

None.

Project Risks:

The current scope of services includes only routine maintenance and repair and project risks are, therefore, considered to be low.

Risk Mitigation Measures:

If CDC seeks an expanded scope of work, any related project risks would be considered by the County Counsel and CIO during their review and approval. The County Information Security Officer (CISO) has reviewed the proposed Contract Amendment and did not identify any security risks or issues.

Financial Analysis:

The amended Agreement will increase the budget by \$808,000 for a new Agreement maximum of \$2,059,284 through the term date of December 31, 2014. LAC-HRC is funded through the Housing Prevention Initiative (HPI) monies.

CIO Concerns:

None.

CIO Recommendations:

The CIO recommends approval of the proposed Amendment.

CIO APPROVAL

Date Received: March 15, 2010

Prepared by: Janette Parker

Date: March 23, 2010

Approved: 

Date: 12/22/2010