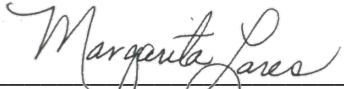



RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH OVERLAND, PACIFIC & CUTLER, LLC FOR A TWO-YEAR TERM WITH ONE-YEAR OPTION TO EXTEND, TO PROVIDE HOUSING SEARCH ASSISTANCE TO VOUCHER HOLDERS FOR AN AMOUNT NOT TO EXCEED \$2,102,000



 Douglas Guthrie
 President & Chief Executive Officer



 Margarita Lares
 Chief Programs Officer



 Carlos VanNatter
 Director of Section 8

Purpose: The purpose of this resolution is to authorize the Housing Authority of the City of Los Angeles (“HACLA”) to enter into a two-year contract with a one-year option to extend with Overland, Pacific & Cutler, LLC, (“OPC”) a Division of TranSystems Corporation, to provide housing search assistance, also known as housing locator services. Initially, assistance will be provided to Emergency Housing Voucher (“EHV”) holders who are reaching their voucher expiration and at risk of losing the opportunity for housing. These individuals are people experiencing homelessness or residing in a shelter, motel, or other form of temporary housing. More broadly, HACLA also wishes to extend housing search assistance to other voucher program participants, facing similar housing challenges, under this same contract.

Regarding: As of May 1, 2023, there are approximately 1,900 EHV families actively searching for a rental unit. Although the Los Angeles Homeless Services Authority (“LAHSA”) and its service providers have been assisting voucher holders with locating housing, the number of Requests For Tenancy Approval (“RFTA”) has significantly slowed down. HACLA wishes to supplement these efforts by contracting with a professional firm experienced in housing search assistance, also known as housing locator services. It is HACLA’s goal to fully utilize these vouchers by December 31, 2023, or as soon as possible. The U.S. Department of Housing and Urban Development (“HUD”) has not provided a deadline for HACLA to fully utilize all the vouchers, but it is imperative to move individuals into housing in response to the homelessness state of emergency in Los Angeles at a faster pace. Providing housing search assistance will help facilitate this goal.

Background: On July 1, 2021, HACLA was awarded by the U.S. Department of Housing and Urban Development (“HUD”) 3,365 Emergency Housing Vouchers (“EHVs”). At the time of this report approximately 2,013 or 60% of the voucher holders have

secured and moved into assisted units. The remaining voucher holders, approximately 1,900, have been unsuccessful for various reasons, as described in the next paragraph of this report. Only 1,352 voucher holders need to be successfully housed to reach full utilization of the 3,365 vouchers. *HACLA has issued vouchers in excess of that amount because it is known that not all voucher holders will be successful, that is, not all voucher holders are able to locate housing and execute a lease agreement within the voucher utilization period term.*

Voucher holders are seeking housing in a tight and competitive Los Angeles rental market and often competing for the same units as market-rate renters. Generally, voucher holders, especially people experiencing homelessness, have difficulty locating a rental unit because of multiple barriers such as poor credit and rental history, a lack of access to computer systems to search for online listings, a lack transportation to search and/or view prospective units, among other unique challenges. Since the EHV prioritized individuals experiencing homelessness, many families also have limited abilities requiring a higher level of services. Besides the EHV program, other voucher program participants are also experiencing difficulties locating housing and would benefit from receiving OPC's housing search assistance services.

On December 12, 2022, Mayor Karen Bass declared a Local State of Emergency in response to the Citywide homelessness crisis. At the time of the declaration, the City of Los Angeles had a homeless population of approximately 41,980 people, many of whom experience health conditions, mental illnesses, substance abuse, physical disabilities, and other impairments in need of appropriate and specialized services.

Scope of Work:

OPC will provide the services described in their Proposal and summarized below.

- Locate available rental housing listings in HACLA's jurisdiction
- Telephonic banking, in-person and weekly group information meetings
- Provide individual and/or group coaching sessions on presentation and interview techniques to prepare for landlord screening
- Provide assistance with completing the rental applications
- Provide transportation services for referred voucher holders, individually or in groups
- Expedite the leasing process by assisting landlords with the completion and submittal of Requests for Tenancy Approval ("RFTAs")
- Participate in housing fairs and open houses
- Monitor and report the move-ins

- Provide regular written status reports
- General consultation and project coordination with social service agencies, governmental entities, and project team members
- Quality Assurance/Quality Control of all staff and work product associated with the Project

Procurement:

The U.S. Department of Housing and Urban Development (“HUD”) permits and encourages housing authorities to purchase common goods and services that are routine in nature under competitively awarded contracts entered into by other public agencies through a procedure called "cooperative purchasing" to realize greater economy, efficiencies and reduce costs. While the subject contract will not be federally funded, following federal cooperative purchasing methods helps realize the contracting economies described above.

On March 22, 2019, the Community Development Commission and Los Angeles County Development Authority, which subsequently became the Los Angeles County Development Authority (“LACDA”), issued Request for Proposals (“RFP”) No. CDC19-035 for acquisition, relocation and housing locator services also known as housing search assistance (collectively, the “Services”). Following review of the RFP, HACLA determined utilization of cooperative purchasing under this RFP would be the most economical and efficient means to procure the Services for HACLA for the following reasons.

The solicitation was advertised on a website and additional outreach was conducted and transmitted via emails. Six (6) firms responded to the RFP evidencing robust interest and competition. Overland, Pacific & Cutler, LLC (“OPC”) was awarded a contract with LADCA. LADCA executed a contract with OPC (“LACDA-OPC Agreement”) on July 1, 2019, for an initial one-year term with four (4) one-year options to extend through June 30, 2024.

HACLA has determined that piggybacking off of the LACDA-OPC Agreement for housing locator services (aka “housing search assistance”) conforms with HACLA’s Procurement Policy and HUD’s criteria for cooperative purchasing because: (i) use of the LADCA-OPC Agreement will provide for greater economy and efficiency and result in cost savings to HACLA; (ii) the nature of the services is routine; (iii) the scope of the services to be provided is sufficiently equivalent to the scope of the services required under the RFP; (iv) the LADCA-OPC Agreement was procured competitively in compliance with 2 CFR Part 200; and (v) the cost and availability of the services were evaluated as part of the RFP. Moreover, the proposed contract with OPC will be re-evaluated periodically (no less than annually) to

ensure OPC is satisfactorily performing its services and that it remains price reasonable.

Vision Plan: Place Strategy #4: Steward efforts to reduce and alleviate homelessness.

In furtherance of the utilization of the Emergency Housing Vouchers, provide decent, safe, and sanitary housing for individuals and families experiencing homelessness or at risk of homelessness.

Place Strategy #5: Expand HACLA's role in the broader communities it serves to improve neighborhood-wide health and well-being.

Identifying decent, safe, and sanitary housing for individuals and families experiencing homelessness or at risk of homelessness will reduce the number of Angelenos exposed to adverse health outcomes in neighborhoods throughout the City of Los Angeles.

Funding: The Chief Administrative Officer confirms the following:

Source of Funds: HUD provided Service Fees, as described in PIH Notice 2021-15, for Emergency Housing Vouchers. HACLA received \$11.7M and has only expended \$3M or approximately 27%. Funds are available to cover the cost of the OPC, LLC services. Other appropriate sources of funds will be identified should HACLA decide to provide housing search assistance to clients of other voucher programs.

Budget and Program Impact: The housing search assistance fees will be paid using Service Fees allocated by HUD to ensure utilization of the Emergency Housing Vouchers. Housing search assistance, such as housing locator services, are eligible uses of the Service Fees. \$2,080,000 is currently included in the EHV budget for these services, which will be sufficient for the current year.

Other appropriate sources of funds will be identified should HACLA decide to provide housing search assistance to clients of other voucher programs. Future funds will be included in the annual budget preparation for these programs.

Section 3: Not Applicable.

Attachment:

1. Resolution

ATTACHMENT 1

RESOLUTION

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH OVERLAND, PACIFIC & CUTLER, LLC FOR A TWO-YEAR TERM WITH ONE-YEAR OPTION TO EXTEND, TO PROVIDE HOUSING SEARCH ASSISTANCE TO VOUCHER HOLDERS FOR AN AMOUNT NOT TO EXCEED \$2,102,000

WHEREAS, the Housing Authority of the City of Los Angeles (“HACLA”) requires housing search assistance services also known as housing locator services (“Services”) to facilitate the utilization of Emergency Housing Vouchers (“EHV”) and other vouchers;

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) permits and encourages housing authorities to purchase goods and services that are routine in nature under competitively awarded contracts entered into by other public agencies through a procedure called “cooperative purchasing” to realize greater economy, efficiencies and reduce costs;

WHEREAS, the Community Development Commission and Los Angeles County Development Authority, which subsequently became the Los Angeles County Development Authority (“LACDA”), previously engaged in a competitive procurement and selected Overland, Pacific, & Cutler, LLC, (“OPC”) to provide the Services among other assistance;

WHEREAS, for the reasons set forth in the Report of the President and CEO of the same date herewith, HACLA wishes to utilize the contract between LACDA and OPC under a cooperative purchasing procedure, for a new contract with OPC for the Services for an initial two-year term with one-year option for renewal, for a total contract amount not-to-exceed \$2,102,000 (the “OPC Contract”); and

WHEREAS, the costs for the Services will be funded by EHV Service Fees awarded by HUD to HACLA. HACLA will identify sources of funds to cover the costs of non-EHV vouchers.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners authorizes the President and CEO, or designee, to execute the OPC Contract.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

APPROVED AS TO FORM:

HOUSING AUTHORITY OF THE
CITY OF LOS ANGELES

By: _____
James Johnson, General Counsel

By: _____
Cielo Castro, Chairperson

DATE ADOPTED: _____