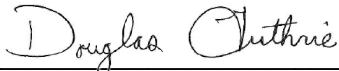


Report of the President & CEO

June 25, 2020

RESOLUTION APPROVING AND ADOPTING THE 2020 CARES ACT SUPPLEMENTAL FUNDING EXPENDITURE PLAN AND AUTHORIZING THE PRESIDENT & CEO, OR DESIGNEE, TO AWARD AND/OR AMEND CONTRACTS AND EXECUTE ALL REQUIRED CONTRACT DOCUMENTS



Douglas Guthrie
President & Chief Executive Officer



Marlene Garza
Chief Administrative Officer

Purpose: Authorize the proposed Expenditure Plan for Coronavirus Aid, Relief, and Economic Security (CARES) Act funds in support of coronavirus (COVID-19) response and prevention.

Regarding: On April 23rd, the Board of Commissioners approved various personnel-related items in response to COVID-19 (Resolution 9585). This Expenditure Plan incorporates the cost of those actions as eligible CARES Act expenses.

Issues: Pursuant to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (Public Law 116-136) enacted by the U.S. Congress on March 27th, supplemental funding was provided to public housing agencies to prevent, prepare for, and respond to COVID-19.

National appropriations include: \$1.25 billion for the Section 8 Housing Choice Voucher Program (HCV) and \$625 million for the Public Housing Operating Fund. Both appropriations support all existing programmatic uses as well as those unique to addressing COVID-19. However, *only costs incurred after March 27th are eligible and all supplemental funding must be expended by December 31st.*

For HACLA's HCV program, the first of two increments for administrative costs¹ was disbursed on May 7th in the amount of \$10.2 million. The CARES Act appropriation for the Public Housing program is significantly less at \$3 million. Unlike HCV supplemental funds, Operating Subsidy funds are on a draw-down reimbursement basis. Both allocations include management fees for the central office and all other agency uses.

The proposed uses described below are based on current best estimates of anticipated costs by type. Over the next several months, it is possible if not likely that these assumptions will change. As such, authority is requested to realign funding between categories to best meet operational needs. This may include shifting costs currently budgeted within the existing operating budgets to CARES Act funds so that funds are depleted by year-end. Guidance issued by the U.S. Department of Housing and Urban Development (HUD) has emphasized this specific recommendation.

As described in further detail below, the proposed uses fall into the following general categories:

¹ A separate appropriation will be made for Housing Assistance Payments (HAP) to cover income losses incurred by tenant participants. These funds will replace lost revenue to landlords and ensure tenants are not evicted due failures to pay rent.

	Section 8 HCV	Public Housing	All Other	Total
Total Funds Available	\$ 8,186,664	\$ 2,756,551	\$ 2,324,007	\$ 13,267,222
Proposed Uses				
Communications	110,000	-	300,000	410,000
Information Technology	3,110,000	800,000	860,000	4,770,000
Landlord & Tenant Incentives	2,750,000	-	-	2,750,000
Public Housing Revenue Losses	-	750,000	-	750,000
PPE, Cleaning, and Other	130,000	249,157	270,000	649,157
Public Spaces	790,000	220,000	330,000	1,340,000
Staffing Costs	1,296,664	737,394	564,007	2,598,065
Total Proposed Uses	\$ 8,186,664	\$ 2,756,551	\$ 2,324,007	\$ 13,267,222

COMMUNICATIONS – \$410,000

Website Redesign – In the days immediately after the pandemic became a cause of public concern, HACLA sought to communicate in every way available with our residents and program participants to keep them informed of public health guidance and of our operational changes to mitigate the virus’ spread. While simple banners were updated on the website and we were subsequently able to add a resource page for residents, the existing platform does not provide the desired level of functionality.

In addition, the website requires other mission-critical upgrades, including ease of connection to landlord and tenant portals, dashboard and reporting functionality to support the Vision Plan, enhancements to improve accessibility to important public processes and documents such as Board of Commissioner meetings, and improvements to meet ADA requirements. The budgeted amount of \$300,000 will also support ongoing hosting and maintenance.

Mailings – While landlord and tenant portals continue to be promoted, for many program participants, mailed notifications continue to be their preferred form of communication. The current mail sorting machines are very inefficient and require replacement. Ongoing mailings regarding COVID-19 are planned, which will require supply and postage costs. For both, \$110,000 is budgeted.

INFORMATION TECHNOLOGY – \$4.77 million

Telework Equipment – One of the most critical components of the Housing Authority’s social distancing protocols includes the broad availability of telework for staff whose duties can be conducted remotely. As of June 1st, over 450 staff are teleworking. However, most staff are using their personal computers and equipment, which are often unsuited to extended work. The wide variety of types and lack of administrative rights for the Housing Authority Help-Desk also makes user support and troubleshooting very difficult. In order to ensure consistent quality of resources for staff, telework equipment will be provided.

The total cost of equipment at \$1.275 million includes approximately 400 Surface Pros, and related accessories, such as docking stations, hard cases, as well as home monitors and wrist pads to facilitate ergonomic workstations. The purchase of this equipment and devices will help enable sustained use of telework, the continued practice of social distancing, and equipment refreshing.

Telework Software and Video Conferencing Equipment – With the shift to telework, various new tools have become indispensable, including remote access licenses (RSA and DUO), virtual meeting software (GoToMeeting, Zoom, Microsoft Teams), and e-signature processing (Adobe). For conference rooms and some desktops, video conferencing equipment will be installed. Total anticipated costs are \$130,000.

Intratek for Equipment Deployment – With the imminent need to deploy and support hundreds of new devices, the Housing Authority's IT service provider Intratek requires additional personnel resources. \$160,000 will be used for temporary staff who will ensure equipment is deployed and configured for specific departmental needs, which vary widely.

Kiosks – We are proposing the installation of self-service kiosks at all public service areas, including the Wilshire office, the two Section 8 regional offices, and each of the Public Housing management offices. In addition to providing clients and residents significant convenience, these kiosks will give clients and residents the ability to manage many of their reporting and recertification tasks without direct face-to-face interaction. Each machine, which resembles an ATM, is equipped with a scanner so that documents can be digitized from inception. Staff will be assigned to host use of the kiosks and assist clients navigate their functionality.

The total anticipated cost for the kiosks of \$700,000 includes a per unit acquisition cost of approximately \$16,000, the cost of implementation and integration with Housing Authority systems (Emphasys Elite and Yardi Voyager), and the ongoing licensing and maintenance.

Customer Contact Center Enhancements – While the new Customer Contact Center (CCC) will provide extensive functionality, there are enhanced features available that were not originally included due to cost. These include: Customer Relationship Management, which documents conversations with clients to capture action items and which can be integrated with the client note fields in Yardi and Elite; Authentication Tools to seamlessly authenticate customers when they call or chat which expedites the time needed to address client calls; and a Workforce Management Tool which helps measure and improve performance, quality of service, and staff scheduling.

Cell phones for Customer Contact Center staff – Initial planning for the Customer Contact Center (CCC) contemplated the use of desk phones. However, with the phased implementation of the CCC as well as the telework program, a pilot group of staff are able to work remotely as CCC agents. They are currently using personal cell phones. HACLA issued cell phones and headsets will enable the flexibility of both in-office and telework. \$250,000 is allocated for both the equipment and service plans for the balance of the year.

Custom Programming – As previously reported to the Board, the Housing Authority is in the process of implementing various online portals and other systems enhancements to both improve customer service as well as streamline operations. CARES funds will be used for custom programming to expand and expedite these initiatives such as converting Elite to a hosted, rather than on-premise environment, which will improve performance

and system reliability.

EDMS OnBase – The implementation of an Electronic Document Management System (EDMS) agency-wide has been in the works for some time. While the Section 8 department currently uses OnBase to manage client documents, significant additional functionality is available. Other departments currently do not have any EDMS in place. Late last year, the expansion began in earnest with the completion of a detailed needs assessment, which identified both short- and long-term uses. \$350,000 will be used to design the agency-wide storage architecture, implement specific functionality for each department, and for ongoing licensing.

Scanning Machines – While the online submission of documents by Section 8 clients is being piloted and will become available later this year, most clients still rely on paper documentation submitted through the mail. In order for staff to be able to work remotely, these client documents must be scanned and made available through the secure network for processing. While the current scanning machines are functional, they do not meet the significantly increased demand. These machines are also critical for the implementation of the EDMS beyond the Section 8 department. As such, 14 high-speed scanners for various departments will be purchased.

Bulk Scanning – As noted above, paper documentation for active clients is currently being scanned by Section 8 staff for processing. However, other departments do not have the personnel resources to launch widespread scanning projects for active documents, much less for archived or less active files. In order to ensure a comprehensive EDMS is implemented, contracted services for back-file conversion is necessary. This initiative is coupled with a renewed focus on record retention schedules to ensure only legally required documents are retained.

Consultant Services for Design and Implementation – One of the biggest challenges to the expedited implementation of these IT initiatives is staff capacity. With many competing priorities, projects currently require phased implementations and must be accommodated within other operational demands. In order to assist the agency, consultant services will be retained to assist in the design, coordination, and implementation of these high priority projects.

The selected consultant will lead the implementation of selected projects, including developing work plans and time lines, as well as developing procedures for staff and client usage. The proposer shall provide staff training, when appropriate. Assignments will include but are not limited to the following initiatives:

- Self-Service Kiosks
- Electronic Document Management System
- Ensuring integration/inter-operability with existing housing systems
- Client education on online portals with informational/instructional videos
- Documentation and Staff Training on new Procedures

LANDLORD & TENANT INCENTIVES – \$2.75 million

Through the Homeless Incentive Program (HIP), the Housing Authority currently offers various incentives to landlords and tenants to increase program adoption. However, the HIP program is limited to unhoused individuals and families only and is available only at the time of their initial participation. The proposed incentives below would be available to all Housing Choice Voucher clients, both at the time of initial contract or if the client moves

to another unit.

Signing Bonus – \$1 million will be available for a \$1,500 signing bonus to the landlord upon the execution of contract for a Section 8 client.

Move-In Assistance – \$1.5 million will be available for move-in costs such as security deposits and minor repairs. Security Deposits will be paid directly to the landlord on behalf of the Section 8 client; the maximum amount will be two-times the contract rent. In addition, participating landlords may apply for reimbursement for minor unit repairs up to a maximum of \$2,500 that were made to prepare a unit for a new voucher holder.

Vacancy Losses – \$250,000 will be available to landlords who rent a vacated unit to another Section 8 client. The payment is the contract rent for the month after the unit is vacated and before the new lease is completed.

Public Housing Revenue Loss - \$750,000

CARES Act funds can be used to cover rent revenue losses incurred due to rent adjustments for residents with reduced income. At this time, it is difficult to estimate the full extent of income loss affecting our residents for the entire year since it is unknown how quickly employment will resume. However, preliminary data shows rent losses in April were approximately \$160,000, and \$150,000 in May. At this time, rent losses for June are significantly less at approximately \$50,000.

Projections for the balance of the year assume rent losses will continue to diminish over time resulting in a total of \$750,000 earmarked for this purpose.

PERSONAL PROTECTIVE EQUIPMENT, CLEANING SUPPLIES, AND OTHER – \$650,000

Personal Protective Equipment (PPE) – In order to minimize the spread of COVID-19, widespread deployment of Personal Protective Equipment (PPE) has been and will continue to be necessary. For most administrative staff and clients, this primarily includes masks. Because maintenance staff in the Public Housing program and inspectors in the Section 8 program enter occupied units to complete urgent repairs and conduct inspections, this also includes more extensive PPE such as coveralls, eye protection, foot coverings, and gloves.

Cleaning Supplies – This category of expenses also includes supplies and services to ensure workspace sanitation, such as disinfectant wipes, hand sanitizer, and janitorial services. In addition to Housing Authority offices and public housing offices, funding is also available for PBV units at Housing Authority owned sites.

Recreation Center Outdoor Equipment – One of the most disruptive aspects of the stay-at-home orders is the closure of schools and other services for children. At this time, our Recreation Centers are still not able to resume services given social distancing guidelines. However, outdoor activities may resume if precautions for hygiene are implemented. This will include portable sanitation stations with supplies of disinfecting wipes, no-touch thermometers, social distancing signage, as well as misting tents and water coolers to address excessive heat.

Mixed Finance Units – Within the Operating Subsidy supplemental award, \$127,000 in funding is designated for our various public housing units at some redevelopment sites, including Pueblo del Sol, Dana, and Del Rey. These funds will be used for additional janitorial services and supplies, signage to ensure social distancing in common areas, as well as gift cards for residents to purchase PPE and sanitation supplies for their households.

Enhanced Janitorial Services – Given the need for more frequent and deeper sanitation of surfaces at all offices, janitorial service contracts have been expanded by \$209,000. All common areas and frequently touched surfaces, including elevators, doors, countertops, and other surfaces are now cleaned at least twice per day. As needed, deeper sterilization protocols have been used when there has been a known contamination.

Other – A modest amount of funding, \$26,000 is set aside for any other needs that may arise.

PUBLIC SPACE – RENOVATIONS – \$1.34 million

Signage – Extensive signage to ensure social distancing is needed at all public service areas. This includes floor mats, posters, window decals, and portable sign posts.

Spacing Barriers & Furniture – In addition, physical barriers such as plexiglass dividers in interview areas will further mitigate virus transmission. Fabric covered chairs in public spaces are also difficult to sanitize and will be replaced with non-porous seating.

Renovation of Public Areas – The Housing Authority's lobbies and interview areas were designed with the requirement of in-person interviews for virtually all services. However, as we migrate to more online functionality and the implementation of a Customer Contact Center for expanded phone services, this is no longer the case. The social distancing requirements of COVID-19 and the shift to telework have temporarily shut down these public areas. However, when these areas reopen, they will need to both address social distancing requirements as well as reflect our new service delivery models.

For example, the Wilshire lobby and interview room will need to be modified to accommodate the new kiosks, the current counter area does not allow for social distancing between clients, and the interview area is too large given the reduction to in-person services.

In addition to our public areas, some of our staff areas such as the Wilshire office lunch room would benefit from renovation to both add more space and offer flexible uses. The areas for the Section 8 Inspection staff also need to be reconfigured.

STAFF COMPENSATION FOR RESPONSE AND MITIGATION – \$2.6 million

As described in the April 23rd report to the Board, various personnel costs related to COVID-19 response, prevention, and mitigation have been implemented, including: hazard pay, telework stipends, Families First Coronavirus Response Act leave, and expanded PTO.

In addition, with the stay at home orders imposed in mid-March, some in-unit duties were suspended, including annual unit inspections for the Section 8 program and routine work

orders for the Public Housing program. HUD has imposed timeframes by when these backlogs must be addressed, which will require overtime for responsible staff.

For all these budget line items, please see ***Attachment 1 – CARES Act Expenditure Plan*** for a summary of estimated costs by program.

Contract Authorities

The requirement that CARES Act funds be expended by December 31st poses significant challenges. The contracts listed below would ordinarily proceed through a formal procurement and subsequent Board of Commissioners' approval, a process that typically takes four to six months. Given the urgency implementing these various initiatives within the strict expenditure timeframe, authority is requested with this Expenditure Plan to award and execute contracts for various services or goods under the terms described below. Notably, all contracts will be procured in accordance with federal procurement requirements; the primary efficiency requested through this action is consolidated Board delegation of contracting authority to the President and CEO to award contracts in amounts exceeding the Simplified Acquisition Threshold (\$250,000) (which would otherwise require Board approval under HACLA's Procurement Policy) in those areas identified below at this time.

Design and Implementation consultant: Vendor: Nan McKay via piggyback

For the design, coordination, and implementation of IT initiatives described above, the Housing Authority is exploring a piggyback contract based on a comparable agreement executed by another public housing agency (PHA). Nan McKay is a leader in PHA consulting services nationally and has the resources and expertise to quickly deploy staff for our many initiatives. Any piggyback contract will be determined price-reasonable and economical before award and will not exceed \$300,000.

Kiosks: Vendor: DynaTouch via piggyback

A number of other PHAs, including the New York City Housing Authority and the Housing Authority of Baltimore have widely deployed the use of DynaTouch kiosks. Those deployments precisely align with the goals for our implementation, and the intention is to piggyback on one of those existing contracts if determined price-reasonable and economical. The contract will not exceed \$700,000.

Design/Build for Wilshire and other offices: Vendor to be procured

We are currently in the process of refining design goals for the various renovations, and will issue a request for proposals shortly thereafter. We anticipate the procurement process will be completed by August with a contract not to exceed \$1.05 million for all facilities.

Website redesign: Vendor to be procured or retained via piggyback

Building on procurements recently completed by Building Hope Inc, (former KPI) and for the Transformative Climate Communities (TCC) grant, we have shortlisted a number of firms who specialize in website development for government entities and public housing authorities in particular. We are in the process of identifying the most expeditious mechanism, ideally a piggyback agreement which will not exceed \$300,000.

Bulk Scanning: Vendor to be procured or retained via piggyback

We are refining the scope of services in order to determine whether price-reasonable and economical piggyback agreement opportunities are available. This contract will not exceed

\$1 million.

Emphasys Elite Enhancements: Contract amendment or new contract

Authority is requested to amend the existing agreement by \$250,000 or execute a new contract via piggyback or other federally acceptable means, in order to implement various systems enhancements.

EDMS: Vendor Hyland OnBase Contract amendment or new contract

Authority is requested to amend the existing agreement by \$350,000 or execute a new contract via piggyback or other federally acceptable means, in order to expand the use of the software throughout the agency.

Funding: Funding is available pursuant to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (Public Law 116-136) enacted by the U.S. Congress on March 27th, which provided supplemental funding to public housing agencies to prevent, prepare for, and respond to COVID-19.

Section 3: Section 3 covers contracts for services and does not apply to contracts for the purchase of supplies and materials (24 CFR Part 135.5; HUD Handbook No 7460.8 Rev2). In addition, staff envision procuring certain of the above-mentioned services through piggyback contracts, the terms of which have been previously negotiated. Notwithstanding, the Housing Authority has traditionally extended Section 3 applicability to such contracts in accordance with the Authority's Section 3 Guide and Compliance Plan. Staff intend to work with identified vendors prior to consummating purchases to determine whether hiring and other economic opportunities may be feasible in furtherance of Section 3.

Attachments:

1. CARES Act Expenditure Plan
2. Resolution Approving and Adopting the 2020 CARES Act Supplemental Funding Expenditure Plan and Authorizing the President & CEO, or designee, to Award and/or Amend Contracts and Execute all Required Contract Documents

CARES Act - Expenditure Plan

		Section 8 HCV *	Public Housing *	All Other **	TOTAL
FUNDS AVAILABLE		\$ 8,186,664	\$ 2,756,551	\$ 2,324,007	\$ 13,267,222
Category	Uses				
Communications	Website redesign, hosting, maintenance	-	-	300,000	300,000
	Mail sorting machines	50,000	-	-	50,000
	Mailings to tenants and landlords	60,000	-	-	60,000
Subtotal Communications		\$ 110,000	\$ -	\$ 300,000	\$ 410,000
Information Technology	Telework Equipment (tablets and accessories)	700,000	250,000	325,000	1,275,000
	Telework software, such as DUO, GTM, Adobe	75,000	-	25,000	100,000
	Video Conferencing Equipment	15,000	15,000	-	30,000
	Intratek - Equipment deployment	-	-	160,000	160,000
	Lobby Self-Service Kiosks (@ \$16k each)	400,000	300,000	-	700,000
	Customer Contact Center Enhancement	250,000	-	-	250,000
	Cells Phones for Customer Contact Center	250,000	-	-	250,000
	Custom Programming - Elite/App Support	250,000	-	-	250,000
	EDMS OnBase Implementation and licensing	50,000	150,000	150,000	350,000
	Scanning Machines (@10k each)	70,000	20,000	50,000	140,000
	Bulk Scanning Contract	750,000	65,000	150,000	965,000
Consulting for Design & Implementation	300,000	-	-	300,000	
Subtotal Information Technology		\$ 3,110,000	\$ 800,000	\$ 860,000	\$ 4,770,000
Landlord & Tenant Incentives	Signing Bonus	1,000,000	-	-	1,000,000
	Security Deposit Assistance	1,500,000	-	-	1,500,000
	Vacancy Losses	250,000	-	-	250,000
Subtotal Landlord Incentives		\$ 2,750,000	\$ -	\$ -	\$ 2,750,000
Public Housing Revenue Losses	Public Housing Rent Adjustments due to Income Losses	-	750,000	-	750,000
Subtotal Lost Tenant Revenue		\$ -	\$ 750,000	\$ -	\$ 750,000
Personal Protective Equipment, Cleaning, and Other	Personal Protective Equipment	25,000	75,500	20,000	120,500
	Cleaning and sanitation supplies	25,000	15,000	26,000	66,000
	PBV Units - Cleaning and sanitation supplies	70,000	-	-	70,000
	Rec Center Outdoor Equipment	-	30,000	-	30,000
	Mixed Finance Units - PPE and other supp. srvs	-	127,657	-	127,657
	Enhanced Janitorial Services	-	-	209,000	209,000
	Other	10,000	1,000	15,000	26,000
Subtotal PPE and Other		\$ 130,000	\$ 249,157	\$ 270,000	\$ 649,157

		Section 8 HCV *	Public Housing *	All Other **	TOTAL
FUNDS AVAILABLE		\$ 8,186,664	\$ 2,756,551	\$ 2,324,007	\$ 13,267,222
Category	Uses				
Public Spaces	Signage	15,000	20,000	40,000	75,000
	Spacing Barriers & Furniture	25,000	150,000	40,000	215,000
	Renovation of Public Areas	750,000	50,000	250,000	1,050,000
Subtotal Public Spaces		\$ 790,000	\$ 220,000	\$ 330,000	\$ 1,340,000
Staffing Costs	DOC Wages and Benefits	250,000	30,000	468,000	748,000
	DOC Overtime and PTO	20,000		25,000	45,000
	FFCRA & Paid Adm Leave & Other Personnel	46,664	7,394	41,507	95,565
	Telework Stipends	80,000	20,000	29,500	129,500
	Hazard Pay	20,000	300,000	-	320,000
	Training	25,000	-	-	25,000
	Reexaminations (OT for backlog)	375,000	-	-	375,000
	Inspections (OT for backlog)	480,000	-	-	480,000
	Coverage between PH Sites	-	80,000	-	80,000
	DCS Team for backlogged workorders	-	250,000	-	250,000
Legal Staff	-	50,000	-	50,000	
Subtotal Staffing Costs		\$ 1,296,664	\$ 737,394	\$ 564,007	\$ 2,598,065
TOTAL PROPOSED USES		\$ 8,186,664	\$ 2,756,551	\$ 2,324,007	\$ 13,267,222

* Net of Management Fee to COCC

** Based on Mangement Fees from Section 8 HCV and Public Housing Operaing Fund

RESOLUTION NO. _____

RESOLUTION APPROVING AND ADOPTING THE 2020 CARES ACT SUPPLEMENTAL FUNDING EXPENDITURE PLAN AND AUTHORIZING THE PRESIDENT & CEO, OR DESIGNEE, TO AWARD AND/OR AMEND CONTRACTS AND EXECUTE ALL REQUIRED CONTRACT DOCUMENTS

WHEREAS, on March 27, 2020 the U.S. Congress enacted the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (Public Law 116-136) which provides supplemental funding to public housing agencies to prevent, prepare for, and respond to COVID-19; and

WHEREAS, CARES Act funds must be expended by December 31, 2020; and

WHEREAS, the proposed expenditures identified in Attachment 1 to the Report of the President and CEO of the same date herewith (CARES Act Expenditure Plan) are consistent with provisions of the CARES Act and/or the Annual Contributions Contracts as amended for the Conventional Public Housing, Section 8 programs; and

WHEREAS, the Board of Commissioners has reviewed the CARES Act Expenditure Plan and finds the recommendations will advance the mission, programs management, and initiatives of HACLA; and

WHEREAS, the President and CEO'S contracting authority is limited to the Simplified Acquisition Threshold (\$250,000) under HACLA's Procurement Policy and said authority to amend any Board of Commissioners-approved contract is also limited to the Simplified Acquisition Threshold; and

WHEREAS, the Board of Commissioners desires to delegate to the President and CEO, or designee, the authority to award or amend, as applicable, contracts for the goods and services identified in the CARES Act Expenditure Plan in accordance with all federal procurement requirements.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners approves and adopts the CARES Act Supplemental Funding Expenditure Plan and authorizes the President and CEO, or designee, to realign funding between budgeted areas.

BE IT FURTHER RESOLVED that due to the expedited expenditure deadlines, the Board of Commissioners authorizes the President & CEO, or designee, in accordance with all federal procurement requirements, to award contracts and execute contract documents as follows:

Section 1.1: Nan McKay for program design and implementation consultant services for a contract not to exceed \$300,000; and

Section 1.2: DynaTouch for self-service kiosks for a contract amount not to exceed \$700,000; and

Section 1.3: A vendor to be identified through a request for proposals for design/build services for Housing Authority facilities in an amount not to exceed \$1,050,000; and

Section 1.4: A vendor to identified through a request for proposals or via a piggyback contract for website design, hosting, and maintenance in an amount not to exceed \$300,000; and

Section 1.5: A vendor to be identified through a request for proposals or via piggyback contract for bulk scanning services in an amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED due to the expedited expenditure deadlines, that the Board of Commissioners authorizes the President & CEO, or designee, to amend contracts or procure and award new ones as follows:

Section 2.1: Increase the existing Emphasys Elite contract by \$250,000 or award and execute a new contract via piggyback or other federally acceptable means in order to implement various systems enhancements; and

Section 2.2: Increase the existing Hyland OnBase contract by \$350,000 or award and execute a new contract via piggyback or other federally acceptable means in order to expand use of the software throughout the agency.

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

HOUSING AUTHORITY OF THE
CITY OF LOS ANGELES

By: _____
Chairperson

APPROVED AS TO FORM:
JAMES JOHNSON

BY: _____
General Counsel

DATE ADOPTED: _____