



Legislation Details (With Board Report)

File #: 22-906 **Name:** Approve Amendment No. 1 to Agreement A-15568 with HouseKeys, Inc.

Type: BoS Agreement **Status:** Passed

File created: 9/19/2022 **In control:** Board of Supervisors

On agenda: 10/25/2022 **Final action:** 10/25/2022

Title: a. Approve Amendment No. 1 to Agreement A-15568 with HouseKeys, Inc., to provide services identifying, organizing, and communicating the County’s inclusionary programs housing inventory and procedures to extend the term 20 months to June 30, 2024 and increase the amount by \$210,000 for a new not to exceed amount of \$355,000;
b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 1 and any future amendments that do not significantly alter the scope of work or increase the amount payable on the Agreement by more than 10%, subject to review and approval by County Counsel.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Attachment 1 - Amendment No. 1, 3. Attachment 2 - Standard Agreement, 4. Completed Board Order Item No. 38

Date	Ver.	Action By	Action	Result
10/25/2022	1	Board of Supervisors	approved	Pass

a. Approve Amendment No. 1 to Agreement A-15568 with HouseKeys, Inc., to provide services identifying, organizing, and communicating the County’s inclusionary programs housing inventory and procedures to extend the term 20 months to June 30, 2024 and increase the amount by \$210,000 for a new not to exceed amount of \$355,000;

b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 1 and any future amendments that do not significantly alter the scope of work or increase the amount payable on the Agreement by more than 10%, subject to review and approval by County Counsel.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 1 to Agreement A-15568 with HouseKeys, Inc., to provide services identifying, organizing, and communicating the County’s inclusionary programs housing inventory and procedures to extend the term 20 months to June 30, 2024 and increase the amount by \$210,000 for a new not to exceed amount of \$355,000;
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 1 and any future amendments that do not significantly alter the scope of work or increase the amount payable on the Agreement by more than 10%, subject to review and approval by County Counsel.

SUMMARY/DISCUSSION:

The County entered into an Agreement with HouseKeys, Inc., in the amount of \$145,000 that began November 1, 2021, to provide services to identify, organize, and communicate the County’s inclusionary programs housing inventory and procedures.

HouseKeys was tasked with digitization of the County’s housing stock and to include specific information regarding housing agreements, interest rates, and program guidelines. The services provided by HouseKeys assist County staff to administer rent and resale calculations, vacancies, sale and resale of units, refinancing requests, collection of fees and other applicable fees, and ensure a monitoring process is adhered to for all programs.

While the first year focused on getting the program in order and building a working relationship with HouseKeys, additional opportunities have been identified to utilize HouseKeys’ suite of services to continue streamlining the County’s affordable housing program. As such, the Housing and Community Development Department (HCD) wishes to continue using the services provided by HouseKeys as the second year of the project begins.

Services provided by HouseKeys will assist the County to meet compliance requirements in the Inclusionary Housing Program as well as with other federal and state programs. HouseKeys is using its findings to provide the County with recommendations to establish an efficient monitoring process.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and Auditor-Controller’s Office have reviewed and approved this Amendment No. 1 as to form and legality, and fiscal provisions, respectively.

FINANCING:

Partial funding for this amendment is included in the FY 2022-23 Adopted Budget for Housing and Community Development in Fund 001, Unit 8542, Appropriation Unit HCD001 funded as part of an augmentation approved for the fiscal year. Since the term crosses two fiscal years, \$120,000 is expected to be used in FY 2022-23 with the remaining amount to be used in FY 2023-24, which will be included in the proposed FY Departmental budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Board’s Strategic Initiatives of Administration and Health and Human Services are supported through effective resource management as well as improving the quality of life for residents through County-supported affordable housing programs and services.

- Economic Development
- X Administration
- X Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Kathy Nielsen, Management Analyst II, x4832

Reviewed by: Melanie Beretti, Special Programs Services Manager, x5285

Approved by: Lori Woodle, Finance Manager, x6682

Approved by: Erik V. Lundquist, Housing and Community Development Director, x5154

The following attachments are on file with the Clerk of the Board:

Attachment 1 - Amendment No. 1

Attachment 2 - Standard Agreement