



## Legislation Details (With Board Report)

<b>File #:</b>	18-814	<b>Name:</b>	
<b>Type:</b>	General Agenda Item	<b>Status:</b>	Consent Agenda
<b>File created:</b>	8/14/2018	<b>In control:</b>	Board of Supervisors
<b>On agenda:</b>	8/28/2018	<b>Final action:</b>	8/28/2018
<b>Title:</b>	a. Approve an agreement with City Data Services, LLC for the period August 28, 2018 through June 30, 2023 and not to exceed \$120,500.00 to provide asset management services for the County's affordable housing loan programs and the County's Inclusionary Housing portfolio; and b. Authorize the Contracts/Purchasing Officer to execute the Agreement and any amendments which do not alter the scope of work or increase the amount payable on the Agreement.		

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. Board Report, 2. Exhibit A - Scope of Services Payment Provisions, 3. Exhibit A-1 Schedule of Deliverables Housing Loan and Contract Managem..., 4. Exhibit B - RFP 10649 Affordable Housing Data Mgmt Services, 5. Exhibit C - CDS Proposal to RFP 10649, 6. City Data Services Agreement, 7. 53. Completed Board Order

Date	Ver.	Action By	Action	Result
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a. Approve an agreement with City Data Services, LLC for the period August 28, 2018 through June 30, 2023 and not to exceed \$120,500.00 to provide asset management services for the County's affordable housing loan programs and the County's Inclusionary Housing portfolio; and  
b. Authorize the Contracts/Purchasing Officer to execute the Agreement and any amendments which do not alter the scope of work or increase the amount payable on the Agreement.

### **RECOMMENDATION:**

It is recommended that the Board of Supervisors:

a. Approve an agreement with City Data Services, LLC (CDS) for the period August 28, 2018 through June 30, 2023 and not to exceed \$120,500.00 to provide asset management services for the County's affordable housing loan programs and the County's Inclusionary Housing portfolio; and,  
b. Authorize the Contracts/Purchasing Officer to execute the Agreement and any amendments which do not alter the scope of work or increase the amount payable on the Agreement.

### **SUMMARY:**

In December 2017, the County issued RFP #10649 to identify firms that were qualified to provide asset management services for the County's affordable housing programs. Based on the proposals that were submitted, staff is recommending a five-year agreement with City Data Services, LLC in an amount not to exceed \$120,500. There is a one-time set-up fee of \$38,000 and the annual cost will begin at \$15,000 for the first year and not exceed \$16,875.12 in the fifth year. The recommended actions will help staff be more effective in managing these assets and improve the department's operational resiliency.

### **DISCUSSION:**

The County manages three types of affordable housing programs and through these programs has a real property interest in more than 400 single family and multi-family units. In addition to managing these units,

the Housing Office also manages a list of approximately 400 households that are interested in purchasing an inclusionary home. Managing these interest lists and units to ensure that they are occupied by income qualified households and retained in the County's affordable housing inventory is a complex and time consuming process.

Generally, County's affordable housing programs are: 1) inclusionary housing; 2) loans for owner occupied down payment assistance and housing rehabilitation; and, 3) loans to multi-family developers. The County directly supports the development and/or rehabilitation by requiring private market developers to comply with the County's Affordable Housing Ordinance or by accessing a variety of state and federal programs. The County then uses these monies to make grants or loans to income qualified households seeking to purchase or rehabilitate single family homes or developers of large, multi-family affordable rental housing projects.

The recommended agreement will help the County improve management of these assets. Specifically, staff will use the system to: automate the preparation of documents including the Buyer's Occupancy and Resale Restriction Agreement for Inclusionary Housing, Loan Agreements and Promissory Notes for single family loan programs and deeds of trust; annual monitoring process; and, enable households interested in joining the County's inclusionary housing waitlist to do so on-line. Implementing the asset management system will also improve housing program resiliency by maintaining secure digital copies of documents off-site and allow staff who telecommute to be more responsive to home owner and borrower inquiries. The goal is to free staff resources from many of the repetitive and time consuming activities and free them to work on developing new affordable housing initiatives.

CDS is an established firm that provides community development and housing data management solutions. Locally, the County has used CDS for the last five years to manage the Urban County's Community Development Block Grant (CDBG) application and reporting process. The City of Salinas also uses CDS to manage their CDBG program and their affordable housing inventory. By using the same basic CDS system, the County and Salinas hope to be able to provide more timely reports on the countywide inventory of affordable for-sale and rental housing to policy making bodies.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed the agreement as to form.

**FINANCING:**

There is no financial impact on the General Fund as the Inclusionary Housing Fund, Fund 009, Unit 8208, Appr Unit DEO002 are made up of developer in-lieu fees and repayments of loans funded with in-lieu fees. The \$120,500 required for this agreement is included in the FY2018/19 budget for the Inclusionary Housing Fund, Fund 009, Unit 8208, Appr Unit DEO002.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

Approval of the agreement as recommended will increase the Housing Office's resiliency by providing off-site data storage and remote access. The proposed automation of some routine functions, such as annual monitoring and maintaining the list of households interested in purchasing inclusionary homes will likely free staff to focus on other Board priorities related to affordable housing.

Mark a check to the related Board of Supervisors Strategic Initiatives

X Economic Development  
X Administration  
\_\_ Health & Human Services

☐ Infrastructure  
☐ Public Safety

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Nick Chiulos, Assistant County Administrative Officer, Ext. 5145

Attachments:  
Board Report  
Exhibit A - Scope of Services Payment Provisions  
Exhibit A-1 - Sched of Deliverables Hsg Loan and Con Mgmt  
Exhibit B - RFP 10649 Affordable HsgData Mgmt Svs  
Exhibit C - CDS Proposal to RFP 10649  
City Data Services Agreement