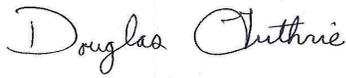


Report of the President &amp; CEO

September 24, 2020

**RESOLUTION APPROVING MODIFICATIONS TO THE FIRST 2020 CARES ACT FUNDING EXPENDITURE PLAN, APPROVING AND ADOPTING THE EXPENDITURE PLAN FOR THE SECOND HOUSING CHOICE VOUCHER CARES ACT AWARD, AND AUTHORIZING THE PRESIDENT & CEO, OR DESIGNEE, TO AWARD AND/OR AMEND CONTRACTS AND EXECUTE ALL REQUIRED CONTRACT DOCUMENTS**




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Douglas Guthrie  
President & Chief Executive Officer




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Marlene Garza  
Chief Administrative Officer

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

*Regarding:* On April 23, 2020, the Board of Commissioners approved various personnel-related items in response to COVID-19 (Resolution 9585). On June 25, 2020, the Board adopted the first Coronavirus Aid, Relief, and Economic Security Act (CARES Act) awards for the Section 8 Housing Choice Voucher (HCV) and Public Housing Operating Fund, which incorporated these personnel actions as well as various measures and initiatives to prevent, prepare for, and respond to COVID-19.

**Issues:** Pursuant to the CARES Act (Public Law 116-136) enacted by the U.S. Congress on March 27, 2020, supplemental funding was provided to public housing agencies to prevent, prepare for, and respond to COVID-19.

National appropriations included \$1.25 billion for the Section 8 HCV program 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 27<sup>th</sup> are eligible.

For HACLA's HCV program, the first of two increments for administrative costs was disbursed on May 7<sup>th</sup> in the amount of \$10.2 million. The second award of \$12.3 million was disbursed on August 13<sup>th</sup>, for a total of \$22.6 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.

On September 15, 2020, the U.S. Department of Housing and Urban Development (HUD) issued new guidance extending the expenditure deadline for both the HCV and Public Housing awards to December 31, 2021. This extension provides significant relief for PHAs and provides more flexibility to adapt expenditure plans as conditions continue to evolve. For this reason, the agency continues to request flexibility to further modify this expenditure plan as needs change.

With this Expenditure Plan, we are revising some of the budget line items approved by the Board in June to reflect more accurate cost estimates. We are also adding a number of new initiatives upon receipt of additional funding, highlighted below.

The proposed uses fall into the following general categories:

<b>Summary of CARES Act Expenditure Plan</b>					
	<b>Section 8 HCV*</b>	<b>Public Housing*</b>	<b>All Other</b>	<b>Total</b>	
<b>Total Funds Available</b>	<b>\$ 18,059,466</b>	<b>\$ 2,689,997</b>	<b>\$ 4,860,131</b>	<b>\$ 25,609,594</b>	<b>Increase</b>
<b>Proposed Uses</b>					
Communications	545,000	-	300,000	<b>845,000</b>	<b>435,000</b>
Information Technology	3,160,000	915,000	1,250,000	<b>5,325,000</b>	<b>555,000</b>
Landlord & Tenant Incentives	10,870,000	30,000	507,000	<b>11,407,000</b>	<b>8,657,000</b>
PPE, Cleaning, and Other	60,000	353,657	441,423	<b>855,080</b>	<b>205,923</b>
Public Spaces	1,030,000	140,000	562,000	<b>1,732,000</b>	<b>392,000</b>
Staffing Costs & Operations	2,394,466	1,251,340	1,799,708	<b>5,445,514</b>	<b>2,097,449</b>
<b>Total Proposed Uses</b>	<b>\$ 18,059,466</b>	<b>\$ 2,689,997</b>	<b>\$ 4,860,131</b>	<b>\$ 25,609,594</b>	<b>\$ 12,342,372</b>

\* Net of Management Fee

**COMMUNICATIONS – \$845,000 (increase of \$435,000)**

**NEW Landlord and Tenant Instructional Videos (\$435,000)**: With our shift to more online services, some clients require additional assistance navigating the online portals. Currently, staff work with clients one-on-one helping them through each step, which is very time intensive. To provide a comprehensive, long-term, and more economical solution, we will develop instructional videos that cover the following topics: how to create an email account, how to access and use the online portals, how to prepare for and conduct a remote video inspection, among others.

Clients will be able to view the videos at their convenience at a pace that is comfortable for them. These videos will be available in key languages and will be ADA compliant. A third-party firm will be retained for these products, as well as for the staff training videos described below under Operations and Staffing.

**Website Redesign (\$300,000)** – No budget changes are proposed. Good progress has been made on the redesign of the agency’s website, including several demonstrations by firms who specialize in government websites. Proposals are currently under review; the targeted launch for the new site is January 1, 2021.

**Mailings (\$110,000)** – No budget changes are proposed for ongoing landlord and tenant notifications regarding COVID-19 protocols, including required equipment.

**INFORMATION TECHNOLOGY – \$5.325 million (increase of \$555,000)**

Various adjustments to the approved initiatives are proposed.

Telework Equipment (\$1.4 million) – No significant changes are proposed to this budget. At this time, most of the equipment has been received and is being asset tagged and inventoried for the deployment, which began on September 14<sup>th</sup>.

Intratek for Equipment Deployment and Support (\$250,000) – To support the initial set up of workstations at home, Intratek has developed a number of instructional videos walking staff through each step. Nevertheless, after the initial deployment, staff require ongoing support and training during the initial months of working with the new equipment. \$90,000 for additional staffing resources is proposed to ensure prompt help-desk support.

Kiosks (\$750,000) – A minor adjustment adding \$50,000 of CARES funds to this initiative is proposed based on the final count of devices. At this time, deployment is planned for the Public Housing management offices and Section 8 regional offices by the end of the year, with the balance to be installed at the Wilshire office in the spring of 2021 when the lobby renovation is completed.

Customer Contact Center Enhancements (\$250,000) – No budget changes are proposed for this initiative. Additional enhancements include: Virtual Agent (chat features), Knowledge Assist (virtual FAQs), ECHO (call satisfaction surveys), and Customer Resource Management (note integration to maintain call history as well as call diagnostics).

Cell phones for Customer Contact Center staff (\$50,000) – This initiative is scaled back significantly from \$250,000, since cell phones will be deployed primarily for the Call Center staff rather than the entire Section 8 Department.

Elite and Other Application Support (\$250,000) – No budget changes are proposed for this initiative, which will continue to focus on a hosted, rather than on-premise environment, which will improve performance and system reliability.

EDMS OnBase (\$400,000) – \$50,000 is added to this initiative for a total of \$400,000 to reflect the implementation costs for the new features and modules, including Unity Client (the latest web-based platform) and Unity Forms (which will replace outdated paper forms throughout the agency).

Scanning Machines (\$140,000) – No changes are proposed for this initiative.

Bulk Scanning (\$1.45 million) – \$485,000 is added to this initiative so that the scope can include additional back office files. As noted previously, paper documentation for active clients will continue to be scanned by staff. This project will focus on archived and less active files and will be aligned with record retention schedules to ensure only legally required documents or important documents, such as those with significant administrative or historical value, are retained.

Consultant Services for Design and Implementation (\$400,000) – \$100,000 is added to this initiative in order to include both the Public Housing Program and Central Office departments in the strategic planning, design and implementation services by the selected vendor. At this time, significant work has been completed on the EDMS assessment and design and on the Kiosk implementation.

## **LANDLORD & TENANT SUPPORT – \$11.4 million (increase of \$8.7 million)**

### **EXPANDED Signing Bonus (\$5 million) and Security Deposits (\$5 million)**

These initiatives are expanded significantly from the first award, which included \$2.75 million for both incentives. With the infusion of \$12 million from the second HCV award, the combined incentives will be increased to \$10 million.

At this funding level, approximately 2,000 households can be assisted through the Signing Bonus, which will be \$2,500 per contract, and approximately 1,667 households through the Security Deposits program, which will average \$3,000 per household. Since launching the program in July, approximately 200 landlords have applied for the signing bonus and/or the security deposit program.

While it is not always clear whether the incentive program helps retain landlords who might have exited the program upon tenant turnover, we can determine whether the total number of landlords increases or decreases. And while for many years, we saw a general decline in the total number of participating landlords, more recently, this trend has started to reverse. We attribute this change in part to the Homeless Incentive Program (HIP). As noted in the first CARES Act budget report, this new incentive program is available to all HCV clients, and with the second award, can assist many more households. We will continue to track these trends closely.

**NEW Marketing and Outreach (\$500,000)** – In order to continue to quickly promote the Incentive programs, existing marketing and outreach materials developed for the HIP will be expanded. Nevertheless to effectively promote the significantly expanded incentive programs, a more robust media campaign is planned, including media buys. A professional marketing firm may be retained.

**NEW Tenant-Based Unit Cleaning (\$300,000)** – As a property manager, the agency is acutely aware of the additional cleaning services required to mitigate the coronavirus. This includes additional janitorial rotations, as well as deeper sanitation services in cases when an infection occurs. Our Section 8 landlords face the same responsibilities. To help manage the additional cost, a reimbursement-based cleaning program will be established. Specific parameters, such as maximum amounts per building, are being finalized.

**Project-Based Voucher Cleaning (\$70,000)** – No changes are proposed to this initiative, which will focus on seven (7) HACLA-owned senior buildings.

**NEW Hot Spots for Public Housing Students (\$480,000)** – While the agency has implemented several connectivity solutions at various developments, most sites do not have broadband solutions for all residents. This problem is more acutely felt now as schools have shifted to online classes, and many of our school-aged residents struggle to stay connected.

Fortunately, we have identified two options that can provide coverage options at all our developments: Starry, our current partner for Mar Vista Gardens, will offer a \$15 low-cost plan for residents at seven (7) sites. For the other sites that our not in the Starry service area, we have negotiated an excellent plan with T-Mobile under which they will provide mobile hotspots: for our designated residents enabling them internet access. Unlike the Starry program in which residents have direct accounts, the T-Mobile plan requires that the hotspots be maintained and administered by HACLA.

Our initial plan is to obtain 2,000 hotspots at \$20 per month for one year. We will develop a lottery or other mechanism to distribute the hotspots to those most in need. If this program is successful, it may become a long-term initiative through other fund-raised sources.

**PERSONAL PROTECTIVE EQUIPMENT, CLEANING SUPPLIES, AND OTHER – \$855,080 (increase by \$205,923)**

In general, the changes in this category are mainly to extend the purchase of PPE and cleaning supplies and the provision of cleaning services through June 2021. We are also adding funding for specialized cleaning at the public housing sites.

**PUBLIC SPACE – RENOVATIONS – \$1.732 million (increase of \$392,000)**

*NEW HVAC Systems (\$232,000)* – Pursuant to CDC recommendations, HACLA tested our HVAC systems at our three commercial buildings to identify possible upgrades to improve air filtration as a COVID-19 mitigation measure. As a result, Needlepoint Bipolar Ionization Air Purification Systems (NPBI) are being installed. NPBI is expected to have equal or better performance than UV lights and will improve the performance of the coil and ductwork, and ultimately improve the airflow in common spaces.

There are four (4) core benefits of NPBI: pathogen control through ionization; particle reduction through improved filtering; odor control also through ionization; and energy savings through outside air reduction.

*Renovation of Public Areas (\$1.3 million)* – At the June meeting, the Board authorized \$1,050,000 for the renovation of public lobbies at the Wilshire office and the two Section 8 Regional Offices. The intention at that time was to modify those spaces for better social distancing and to accommodate the installation of kiosks.

After more detailed needs assessments, the renovation at the Wilshire building will include most of the first floor, including the security desk, waiting room, lobby, and interview area. The new design will accommodate a more accessible and welcoming main entry and reception area, a more comfortable waiting area with multi-use furnishings, an expansive kiosk area, a modern help desk, and break-out rooms for private client meetings when needed. In addition, a portion of the first floor will become the new employee lunch room, which will also include an outdoor patio.

While renovations at the Section 8 Regional Offices will not be as extensive, similar design features will be used to create a unified image for the agency.

This will significantly improve not just the functionality of the spaces, but the aesthetics as well, which will match the new vision for the agency going forward.

Renovations at this scale are estimated at \$2.15 million. \$1.3 million will be paid by CARES Act funds with \$850,000 in Central Office fee revenue for the balance. We expect the work to be completed by April of next year.

**OPERATING AND STAFF – \$5.4 million (increase of \$2.8 million)**

Personnel Costs: Wages, Telework Stipends, Hazard Pay (\$2,675,173) – As described in the April 23<sup>rd</sup> 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.

This budget revision includes an increase of \$1,337,108 to extend line costs through June 30, 2021. Since the Hazard Pay is primarily earned by Public Housing maintenance staff, and the Public Housing award must be used by the end of this year, the cost of Hazard Pay for January through June of next year will be shifted to the Central Office.

NEW Training for Staff (\$299,000): The agency has committed to investing in our staff through a broad training program. While many training modules are covered through annual training budgets, CARES Act funding gives us the opportunity to expand and make the training program this year much more comprehensive. We will add \$250,000 to our existing training contract to include specialized training for the new Call Center, including customer service training as well as technical training on working with the new phone system.

Other modules include fair housing and reasonable accommodations, ADA compliance, as well as programmatic training such as Rent Calculations, Housing Quality Standards, and others.

NEW Training Videos (\$460,000) – Notwithstanding the training program described above, Section 8 staff are responsible for learning a highly regulated program and the many policies and procedures the agency has implemented to ensure the program is administered appropriately. While these policies and procedures are all codified in detailed manuals, training on them is generally informal and “on the job”.

To bring consistency to the training and improve staff retention of the materials, training videos will be developed. These topics will include the application and recertification process, rent calculations, Customer Contact Center operations, online reexaminations, among others.

NEW Section 8 Staffing Adjustments (net increase of \$300,000) – In our initial staffing plan, we anticipated significant funding would be needed to clear a potential backlog of annual reexaminations due to our closure to the public. However, staff have very successfully adapted to the telework model and have been able to keep on schedule; therefore, overtime for reexaminations is reduced but not eliminated. While virtual inspection options are being developed, overtime for backlogged inspections remains funded since there will likely still be the need to address backlogs when inspections resume in March of next year.

With the new or expanded initiatives proposed in this budget, staff to implement and administer the programs is needed. As such, we are reducing our Overtime budgets in favor of staff to support the Landlord/Tenant Incentives, to administer the TBV Cleaning Program, to assist clients with their use of online portals, and to provide kiosk support.

Since CARES Act funding is time-limited, additional staff will be brought in on a temporary basis.

For all these budget line items, please see **Attachment 1 – Modified CARES Act Expenditure Plan: 1<sup>st</sup> and 2<sup>nd</sup> Awards** for a summary of estimated costs by program.

## Contract Authorities

The requirement that CARES Act funds be expended by December 31, 2020 for the Public Housing program and by June 20, 2021 for the Section 8 HCV program 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 timeframes, authority is requested with this modified 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.

At the June meeting, the Board authorized a number of new or amended contracts. The list below includes additional contracts or revisions to initial estimates based on updated costs.

*NEW: Video Production: vendor to be determined (\$895,000)*

As described in more detail above, authority is requested to retain a video production firm for the development of two types of videos: 1) Orientation and How-To videos for Section 8 Clients (tenants and landlords) and 2) Training videos for staff.

*REVISION: DynaTouch (\$750,000 in year 1; \$1.3 million for five-year period)*

At the June meeting, the Board authorized \$700,000 for the implementation of self-service kiosks at the Wilshire office, the Section 8 regional offices, each of the Public Housing Management Offices, and a number of Rent Subsidy properties. Authority is requested to execute a five-year agreement to capture ongoing maintenance and support services. The first year of the agreement will capture all design and implementation costs estimated at \$750,000 using CARES Act funds. Ongoing Maintenance and Support, estimated at \$130,000 to \$145,000 per year for the second through fifth year will be covered with operating funds and will be incorporated into annual operating budgets.

*NEW: Verizon (\$250,000)*

This budget item was included in the June Board approval and does not represent an increase. The action taken today will add authority to amend the agreement, which was missed in the June report.

*REVISION: Hyland OnBase (\$400,000 in year 1; \$700,000 for five-year period)*

At the June meeting, the Board authorized \$350,000 for the expansion of the OnBase EDMS to all HACLA departments. Authority is requested to execute a five-year agreement to capture ongoing maintenance and support service. The first year of the agreement will include all design and implementation costs estimated at \$400,000 using CARES Act funds. Ongoing maintenance and support, estimated at \$75,000 per year for the second

through fifth year, will be covered with operating funds and will be incorporated into annual operating budgets.

REVISION: Bulk Scanning: Vendor to be procured (\$3 million of which \$1.45 million is CARES Act Funds)

At the June meeting, the Board authorized \$1 million for bulk scanning services. After further research on the volume of scanning needed and the likely cost per page, we are increasing the total contract request to \$3 million, which will include \$1.45 million CARES Act funding as well as \$1.55 million in operating funds. Notably, this represents the first phase of the project, and may require additional amendments as additional phases are considered.

REVISION: Nan McKay (\$400,000 total)

At the June meeting, the Board authorized \$300,000 for system design and implementation services for the Section 8 HCV program. This request will add \$100,000 for the Public Housing program and the Central Office in order to ensure agency-wide planning is coordinated.

REVISION: Commercial Offices Design/Build: Vendor to be procured (\$2.15 million of which \$1.3 million is CARES Act funds)

At the June meeting, the Board authorized \$1,050,000 for the renovation of public lobbies at the Wilshire office and the two Section 8 Regional Offices. As described in more detail above, authority is requested to increase the total contract to \$2.15 million of which \$1.3 million will be CARES Act funds and \$850,000 will be Central Office fee revenue.

NEW: T-Mobile new contract (\$480,000 total)

As described in more detail above, authority is requested to obtain 2,000 hotspots for Public Housing students to enable remote learning.

**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 27<sup>th</sup>, which provided supplemental funding to public housing agencies to prevent, prepare for, and respond to COVID-19.

As noted, funding for five-year contracts will be added to annual operating budgets.

**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. Modified 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

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION APPROVING MODIFICATIONS TO THE FIRST 2020 CARES ACT FUNDING EXPENDITURE PLAN, APPROVING AND ADOPTING THE EXPENDITURE PLAN FOR THE SECOND HOUSING CHOICE VOUCHER CARES ACT AWARD, 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;

**WHEREAS**, CARES Act funds must be expended by December 31, 2020 for the Public Housing program and by June 30, 2021 for the Section 8 Housing Choice Voucher program;

**WHEREAS**, On June 25, 2020, the Board of Commissioners (the Board) adopted a CARES Act funding Expenditure Plan (CARES Act Expenditure Plan) and authorized the President and CEO, or designee, to procure and execute contracts for goods and services needed to support the Plan in conformity with applicable federal procurement requirements;

**WHEREAS**, the Board desires to approve modification of the CARES Act Expenditure Plan as proposed in Attachment 1 to the Report of the President and CEO of the same date herewith having found the Modified CARES Act Expenditure Plan is consistent with provisions of the CARES Act and/or the Annual Contributions Contracts as amended for the Conventional Public Housing and Section 8 programs;

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

**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 Modified 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 Modified CARES Act 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: A vendor to be identified through a request for proposals or other federally compliant procurement process for training video production in an amount not to exceed \$895,000;

Section 1.2: DynaTouch for self-service kiosks in an amount not to exceed \$1,300,000 for a five-year term, including \$750,000 in CARES Act funding for the first year and \$550,000 in operating budget funds for years two through five;

Section 1.3: Hyland OnBase for Electronic Document Management System (EDMS) in an amount not to exceed \$700,000 for a five-year term, including \$400,000 in CARES Act funding for the first year and \$300,000 in operating budget funds for years two through five;

Section 1.4: A vendor to be identified through a request for proposals or via piggyback contract for bulk scanning services in an amount not to exceed \$3,000,000, including \$1,450,000 in CARES Act funds and \$1,550,000 in operating budget funds;

Section 1.5: A vendor or vendors to be identified through a request for proposals or other federally-compliant procurement process for design/build services for Housing Authority facilities in an amount not to exceed \$2,150,000 including \$1,300,000 in CARES Act funds and \$850,000 in Central Office fee revenue; and

Section 1.6: T-Mobile for wireless hotspot services in an amount not to exceed \$480,000.

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

Section 2.1: Increase the existing Verizon Contract No. HA-2018-101 by \$250,000 for Customer Contact Center enhancements; and

Section 2.2: Increase the existing Nan McKay Contract No. HA-2019-11 by \$100,000 for program design and implementation consultant services.

BE IT FURTHER RESOLVED that for purposes of clarity, by authorizing the President and CEO, or designee, to undertake the procurement and contracting activities contemplated herein, the President & CEO, or designee, retains the discretion to amend any Board of Commissioners-approved contracts up to the Simplified Acquisition Threshold as provided under HACLA's Procurement Policy and in accordance with applicable procurement requirements.

**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: \_\_\_\_\_

CARES Act - Modified Expenditure Plan: 1st and 2nd Awards

		Section 8 HCV	Public Housing	Central Office & Other	TOTAL BOTH AWARDS	Increase/ (Decrease)
FUNDS AVAILABLE		\$ 18,059,466	\$ 2,689,997	\$ 4,860,131	\$ 25,609,594	
Category	Uses					
<b>Communication</b>	Website redesign, hosting, maintenance	-	-	300,000	300,000	-
	Mail sorting machines	50,000	-	-	50,000	-
	Mailings to tenants and landlords	60,000	-	-	60,000	-
	Instructional videos for tenants / landlords	435,000	-	-	435,000	435,000
<b>Subtotal Communications</b>		<b>\$ 545,000</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 845,000</b>	<b>\$ 435,000</b>
<b>Information Technology</b>	Telework Equip/Software (tablets and accessories)	790,000	245,000	350,000	1,385,000	(20,000)
	Intratek - Equipment deployment	-	-	250,000	250,000	90,000
	Lobby Self-Service Kiosks	300,000	350,000	100,000	750,000	50,000
	Customer Contact Center Enhancements	250,000	-	-	250,000	-
	Cells Phones for Customer Contact Center	50,000	-	-	50,000	(200,000)
	Elite and Other Application Support	250,000	-	-	250,000	-
	EDMS OnBase Implementation and licensing	150,000	100,000	150,000	400,000	50,000
	Scanning Machines (@10k each)	70,000	20,000	50,000	140,000	-
	Bulk Scanning Contract	1,000,000	150,000	300,000	1,450,000	485,000
Consulting for Design & Implementation	300,000	50,000	50,000	400,000	100,000	
<b>Subtotal Information Technology</b>		<b>\$ 3,160,000</b>	<b>\$ 915,000</b>	<b>\$ 1,250,000</b>	<b>\$ 5,325,000</b>	<b>\$ 555,000</b>
<b>Tenant &amp; Landlord Incentives &amp; Initiatives</b>	Signing Bonus (\$2,500)	5,000,000	-	-	5,000,000	4,000,000
	Security Deposits (avg \$3,000)	5,000,000	-	-	5,000,000	3,500,000
	Marketing and Outreach	500,000	-	-	500,000	500,000
	Tenant-Based Voucher PPE & Cleaning	300,000	-	-	300,000	300,000
	Project-Based Voucher PPE & Cleaning	70,000	-	-	70,000	-
	Hot Spots for Students and Rec Centers	-	-	480,000	480,000	480,000
Rec Center Outdoor Equipment and Other	-	30,000	27,000	57,000	27,000	
<b>Subtotal Tenant &amp; Landlord Incentives &amp; Initiatives</b>		<b>\$ 10,870,000</b>	<b>\$ 30,000</b>	<b>\$ 507,000</b>	<b>\$ 11,407,000</b>	<b>\$ 8,657,000</b>
<b>Personal Protective Equipment, Cleaning, and Other</b>	Personal Protective Equipment	25,000	100,000	36,000	161,000	40,500
	Cleaning and sanitation supplies	25,000	50,000	125,000	200,000	134,000
	Mixed Finance Units - PPE and other supp. srvs	-	127,657	-	127,657	-
	Enhanced Janitorial Services	-	75,000	209,000	284,000	75,000
	Other	10,000	1,000	71,423	82,423	56,423
<b>Subtotal PPE and Other</b>		<b>\$ 60,000</b>	<b>\$ 353,657</b>	<b>\$ 441,423</b>	<b>\$ 855,080</b>	<b>\$ 205,923</b>

		Section 8 HCV	Public Housing	Central Office & Other	TOTAL BOTH AWARDS	Increase/ (Decrease)
FUNDS AVAILABLE		\$ 18,059,466	\$ 2,689,997	\$ 4,860,131	\$ 25,609,594	
Category	Uses					
Public Spaces	Signage	5,000	20,000	40,000	65,000	(10,000)
	Spacing Barriers & Furniture	25,000	70,000	40,000	135,000	(80,000)
	HVAC Systems	-	-	232,000	232,000	232,000
	Renovation of Public Areas	1,000,000	50,000	250,000	1,300,000	250,000
<b>Subtotal Public Spaces</b>		<b>\$ 1,030,000</b>	<b>\$ 140,000</b>	<b>\$ 562,000</b>	<b>\$ 1,732,000</b>	<b>\$ 392,000</b>
Operating and Staffing Costs	Revenue Losses due to Rent Adjustments	-	-	-	-	(750,000)
	Overall Operating Costs	-	450,000	-	450,000	450,000
	Direct Salaries, OT, PTO	354,466	-	1,236,708	1,591,173	702,608
	Telework Stipends	130,000	20,000	74,000	224,000	94,500
	Hazard Pay	20,000	420,000	420,000	860,000	540,000
	Coverage and Backlogged Workorders	-	306,340	-	306,340	56,340
	Legal Staff	-	50,000	-	50,000	-
	Training	275,000	5,000	19,000	299,000	274,000
	Training video	460,000	-	-	460,000	460,000
	Reexaminations (OT for backlog)	25,000	-	-	25,000	(350,000)
	Inspections (OT for backlog)	230,000	-	-	230,000	(250,000)
	Staffing for Landlord/Tenant Incentives	400,000	-	-	400,000	400,000
	Staffing for TBV Cleaning	100,000	-	-	100,000	100,000
	Staffing for Online Navigation / Kiosks	400,000	-	-	400,000	400,000
Staffing for Public Housing Hot Spots	-	-	50,000	50,000	50,000	
<b>Subtotal Operating &amp; Staffing Costs</b>		<b>\$ 2,394,466</b>	<b>\$ 1,251,340</b>	<b>\$ 1,799,708</b>	<b>\$ 5,445,514</b>	<b>\$ 2,847,449</b>
<b>TOTAL PROPOSED USES</b>		<b>18,059,466</b>	<b>2,689,997</b>	<b>4,860,131</b>	<b>25,609,594</b>	<b>12,342,372</b>