

Housing Authority of the City of Los Angeles Enterprise System Catalog
 (Per Government Code Section 6270.5)
 Updated: July 2023

Vendor	Product	Purpose of System	Description of Categories/Types of Data	System's Primary Custodian	Data Collection Frequency	Data Update Frequency
Adobe	Adobe Pro	Processing documents; Employee recruitment	Legal Records & Document Management	Information Technology	Daily	As Needed
Adobe	Adobe Sign	Execute contracts	Contracts	General Services	As Needed	As Needed
AppRiver	SecureTide	Encryption	Email Encryption	Information Technology	As Needed	As Needed
Biddle Consulting Group, Inc.	Opac	Employment Recruitment	Testing of job applicants	HR Department	As Needed	As Needed
DocuSign	DocuSign	Execute contracts	Contracts	General Services	As Needed	As Needed
Emphasys	Elite	Client Relationship Management; Records/ Management	Applicant/Participant Data & Client Management System	Section 8	Daily	Daily
FormDocs LLC	FormDocs	Case & Document Management	Legal case status and tracking information	Legal Department	Daily	As Needed
Foxit Software Inc.	Foxit	Processing Documents	PDF Document Creation and Forms	HR Department	As Needed	As Needed
Hyland Software	OnBase	Enterprise content management	Database and document management	Section 8	Daily	Daily
Dynatouch	Kiosk	Self-Service/App Data	Applicant/Participant/Landlord self-service access to HACLA portals enhancing customer service.	PH/S8/AM	Daily	Daily

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LCP Tracker	LCP Tracker	Web-based reporting software	For collecting, verifying, and managing CPRs and other labor compliance related documents in accordance with current State and Federal prevailing wages.	General Services	As Needed	As Needed
Microsoft	MS Office Suite	Records logs; Processing documents; Electronic mail communications; Database management; Financial tracking; Digital notetaking; Graphics editor; Presentation program; Page layout and design; Charts	Legal case management; Legal records and document management; Email, calendar, contact, task information; Employee records logs and financial tracking; Workflow; Event flyers	Information Technology	Daily	Daily

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Microsoft	Microsoft 365	Records logs; Processing documents; Electronic mail communications; Database management; Financial tracking; Digital notetaking; Graphics editor; Presentation program; Page layout and design; Charts	Legal case management; Legal records and document management; Email, calendar, contact, task information; Employee records logs and financial tracking; Workflow; Event flyers	Information Technology	Daily	As Needed
Microsoft	SharePoint	Enterprise content management	Document management	Information Technology	Daily	Daily
NeoGov, Inc.	governmentjobs.com	Employment Recruitment	Marketing/Posting job opportunities; Prospective employee data; Recruitment, testing, scheduling, and communication with job applicants	HR Department	Daily	Daily
Oracle	Oracle	Enterprise resource planning; Time keeping; Financial processing; Case management and tracking	Litigation tracking; Processing new hires; Payroll; Maintaining employee records; Procurement tracking; Invoice processing	Information Technology	Daily	Daily

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Thoroughbred Technologies	Opus	File tracking and management	File identification information	Legal and General Services	Daily	Daily
Yardi Systems, Inc.	Voyager	Customer relationship management; Property management; Case & Document Management	Applicant/Participant Data & Client Management System	Housing Services	Daily	Daily
VOIP	Verizon	Phone System	Voice and digital	Information Technology	Daily	Daily
Virtual Contact Call Center	Verizon	Customer Contact Call Center	Voice and digital	Information Technology	Daily	Daily
Outbound Dialer	Verizon	Automated Mass Dialer	Client appts/notifications	Information Technology	Biweekly/Monthly	Biweekly/Monthly
MyHousing Portal	Emphasys	Online portal for S8 compliance	S8 (Elite)	Section 8	Daily	Daily
RentCafe Affordable Apps Portal	Yardi	Online portal for Housing compliance	Housing (Yardi)	Housing Services	Daily	Daily
RentCafe Prospects/Mkt Rate	Yardi	Online portal for prospect applicants(market rate properties).	Asset Mgmt (Yardi)	Asset Mgmt	Daily	Daily
Procure-to-Pay	Yardi	Paperless invoice processing	Accounts Payable (invoices)	Finance	Daily	Daily
I PRO	Zylab One	Document Review	Legal Document Reiew	Legal Department	As Needed	As Needed