

The Urban Community Development Commission (UCDC) was established by Ordinance No. 1,479, adopted on July 15, 1975. The Commission functions as the governing body for the Local Housing Authority (LHA) and exercises the power, authority, jurisdiction and functions of housing authorities and federal surplus property authorities granted under the Marks Foran Residential Rehabilitation Act to charter cities.

"As a result of the convening of this meeting of the Urban Community Development Commission, each Commissioner in attendance is entitled to receive and shall be provided \$75 subject to a maximum payment of \$150 per month"

**URBAN COMMUNITY DEVELOPMENT COMMISSION
AGENDA
05/11/2021
5:45 PM**

OPENING

ROLL CALL

PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

APPROVAL OF MINUTES

1. MARCH 23, 2021

NEW BUSINESS

2. A RESOLUTION OF THE URBAN COMMUNITY DEVELOPMENT COMMISSION, ACTING AS THE COMPTON LOCAL HOUSING AUTHORITY, AUTHORIZING THE EXECUTIVE SECRETARY TO AMEND THE LOCAL HOUSING AUTHORITY'S 2020-2021 FISCAL YEAR BUDGET TO TRANSFER FUNDS BETWEEN ACCOUNTS, AND TO ENTER INTO A THREE (3) YEAR AGREEMENT WITH AND ISSUE A PURCHASE ORDER TO MRI SOFTWARE, LLC. D/B/A HAPPY SOFTWARE, INC. FOR SOFTWARE USE LICENSES AND MAINTENANCE SUPPORT (\$101,761.37)

COMMISSION COMMENTS

ADJOURNMENT

MARCH 23, 2021

The Urban Community Development Commission of the City Compton was called to order at 7:27 p.m. in the Council Chambers of City Hall by Mayor Aja Brown. The Commissioners participated in the meeting through Zoom teleconference due to the coronavirus pandemic.

ROLL CALL

Commissioners Present: Chambers, McCoy, Sharif, Brown

Commissioners Absent: Galvan

PUBLIC HEARING - HOUSING AUTHORITY 2021 PHA ANNUAL PLAN (Item #2)

On motion by Chambers, seconded by Sharif, the public hearing was open at 7:27 p.m. by the following vote on roll call:

AYES: Commissioners – Chambers, McCoy, Sharif, Brown

NOES: Commissioners – None

ABSENT: Commissioners – Galvan

Alena Sall, Housing Services Supervisor, indicated that this public hearing is being conducted to receive input on the 2021 Annual Public Housing Authority Plan and that on completion of the public hearing approve the 2021 Annual Public Housing Authority Plan, and authorize the Executive Secretary to sign the Public Housing Authority Plan certifications and submit the same to the U.S. Department of Housing and Urban Development.

Ms. Sall highlighted that the five main goals of the Local Housing Authority are to accomplish the following:

Goal 1: Expand the Supply of Assisted Housing by providing quality housing that is affordable to low, very low and extremely low-income households.

Goal 2: Manage the PHA Housing Voucher Program.

Goal 3: Assist with Family Self-Sufficiency and Homeownership by promoting self-sufficiency among program participants and develop community partnerships to expand supportive services and improve employability of participants.

Goal 4: Equal Opportunity - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, sex, familial status, gender identity, marital status and disability. Attend Fair Housing Training to ensure that fair housing efforts continue for Compton participants and provide educational material and fair housing courses to landlords and participants.

Goal 5: Continue to promote and abide by the Violence Against Women’s Act (VAWA) which protects tenants and family members (who are victims of domestic violence, dating violence, or stalking) from being evicted and terminated based on acts of such violence against them.

Ms. Sall further outlined the New Activities for the Project Based Vouchers. The PHA plans to issue a Request for Proposals (RFP) for project-based vouchers (Depending on HUD funding availability. Staff will provide assistance with financial feasibility of a proposed project and project-based vouchers will be consistent with the PHA Plan because it will more effectively work with the strategy for addressing the most pressing housing needs of the community.

Commissioner Sharif inquired as to how the City can reduce the number of individuals on the waiting list many individuals were on the eligibility list for housing.

Ms. Sall replied that the program has experienced delays because of the coronavirus pandemic; however, Staff is continuing to maximize the housing vouchers and the funding for the program.

PUBLIC COMMENTS REGARDING THE HEARING

There were no audience comments relative to the public hearing.

There being no further comments, Commissioner McCoy moved that the hearing be closed. The motion was seconded by Sharif, and the public hearing was closed at 7:41 p.m. by the following vote on roll call:

AYES: Commissioners – Chambers, McCoy, Sharif, Brown

NOES: Commissioners – None

ABSENT: Commissioners – Galvan

PUBLIC COMMENTS ON AGENDA AND NON-AGENDA MATTERS

There were no audience comments.

APPROVAL OF MINUTES

1. JANUARY 26, 2021
MARCH 16, 2021

On motion by McCoy, seconded by Sharif, the minutes were approved by the following vote on roll call:

AYES: Commissioners – Chambers, McCoy, Sharif, Brown

NOES: Commissioners – None

ABSENT: Commissioners – Galvan

NEW BUSINESS

2. A RESOLUTION OF THE URBAN COMMUNITY DEVELOPMENT COMMISSION, ACTING AS THE COMPTON LOCAL HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE SECRETARY TO SIGN THE PUBLIC HOUSING AUTHORITY PLAN CERTIFICATES AND APPROVING THE SUBMISSION OF THE 2021 PUBLIC HOUSING AUTHORITY ANNUAL PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

On motion by Chambers, seconded by McCoy, **Resolution Number 1,919** entitled '**A RESOLUTION OF THE URBAN COMMUNITY DEVELOPMENT COMMISSION, ACTING AS THE COMPTON LOCAL HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE SECRETARY TO SIGN THE PUBLIC HOUSING AUTHORITY PLAN CERTIFICATES AND APPROVING THE SUBMISSION OF THE 2021 PUBLIC HOUSING AUTHORITY ANNUAL PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**' was adopted by the following vote on roll call:

AYES: Commissioners – Chambers, McCoy, Sharif, Brown

NOES: Commissioners – None

ABSENT: Commissioners – Galvan

ADJOURNMENT

On motion by Sharif, seconded by Chambers, the meeting was adjourned at 7:53 p.m. by the following vote on roll call:

AYES: Commissioners – Chambers, McCoy, Sharif, Brown

NOES: Commissioners – None

ABSENT: Commissioners – Galvan

**Clerk of the Urban Community Development
Development Commission**

**Chairperson of the Urban Community
Commission**

May 11, 2021

TO: HONORABLE CHAIRPERSON AND COMMISSIONERS

FROM: EXECUTIVE SECRETARY

SUBJECT: A RESOLUTION OF THE URBAN COMMUNITY DEVELOPMENT COMMISSION, ACTING AS THE COMPTON LOCAL HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE SECRETARY TO AMEND THE LOCAL HOUSING AUTHORITY'S 2020-2021 FISCAL YEAR BUDGET TO TRANSFER FUNDS BETWEEN ACCOUNTS, AND TO ENTER INTO A THREE (3) YEAR AGREEMENT WITH AND ISSUE A PURCHASE ORDER TO MRI SOFTWARE, LLC. d/b/a HAPPY SOFTWARE, INC. FOR SOFTWARE USE LICENSES AND MAINTENANCE SUPPORT (\$101,761.37)

SUMMARY

Adoption of this resolution will amend the Local Housing Authority's Fiscal Year 2020-2021 budget and transfer Sixty Three Thousand Nine Hundred Ninety Seven Dollars and Thirty-Seven Cents (\$63,997.37) in funds between accounts and authorize the Executive Secretary to enter into a three (3) year (i.e. February 1, 2021 through January 31, 2024) agreement with and issue a purchase order in the amount of One Hundred One Thousand Seven Hundred Sixty One Dollars and Thirty-Seven Cents (\$101,761.37) to MRI Software, Inc. ("MRI") for continuation of the software use license, maintenance support, addition of the Integrated Document Imaging Archive ("iDIA") and Assistance Check modules for the Compton Local Housing Authority ("LHA" or "Housing Authority").

BACKGROUND

The Housing Authority has utilized MRI software programs and maintenance for a number of years. Staff performed significant due diligence efforts and research of other software programs available to LHA's within the State, which included surveying several LHAs, and it was determined that MRI software programs are the most common and highly recommended.

MRI software manages the day-to-day operations of the Housing Authority and is approved by the U.S. Department of Housing and Urban Development ("HUD"). MRI software is used to upload information to HUD.

Some of the key factors and reasons for the high ranking for MRI software is its reliability, easy user-interface, data collection, data analysis and reporting functionality. Additionally, MRI provides Integrated iDIA and Assistance Check modules. These modules provide greater and more flexibility for the users by allowing Housing Authority

staff, Section 8 tenants and landlords to access, review and submit all of the required documents via an electronic (online) portal system.

The new features of the MRI software, including the iDIA and Assistance Check, are considered some of the newest best practices within the LHA industry. These new system features allow the Housing Authority to proactively address issues associated with the Covid-19 pandemic relative to the reduction of in-person visits with clients; performs audits of all communication between Housing Authority staff and clients; significantly reduces and eliminates manual data entry errors; provides the public with modern technologies that create greater access; reduces operation costs for paper supplies, mailing and postage; and increased efficiencies for staff in performing their daily tasks.

STATEMENT OF THE ISSUE

The contract with MRI software expired on January 31, 2021. Since that time, staff has been working diligently with the vendor and the City Attorney's Office to prepare an agreement for continuation of the software use license, maintenance support and addition of the iDIA and Assistance Check modules. As such, the Housing Authority is requesting authorization to (re)enter into a three (3) year contract to assure continuance of this vital service without interruption and at a set price.

The cost for MRI software modules, the use of the two additional services (iDIA and Assistance Check) and maintenance support for the period February 1, 2021 through January 31, 2024 will be Ninety Seven Thousand Nine Hundred Fifty Six Dollars and Thirty-Seven Cents (\$97,956.37). The iDIA and Assistance Check are an annex to the current MRI Software Module and there is a one-time upgrade for these modules of Three Thousand Eight Hundred Five Dollars (\$3,805.00), totaling One Hundred One Thousand Seven Hundred Sixty-One Dollars and Thirty-Seven Cents (\$101,761.37).

This agreement with MRI ensures that the Housing Authority software will be modern and in-line with current housing industry and HUD regulations, as well as provide technical support and assistance, future updates and software enhancements to the Housing Authority staff.

Listed below is an abbreviated list of components of the new MRI software:

Waiting List & Wait List Check – MRI Software makes it easy to manage multiple preference waiting lists and generate ready-to-mail applications, letters, and forms. The Waiting List component manages both active and inactive lists, and includes full statistical reporting.

Occupancy –MRI Software streamlines the Specialists everyday tasks. This software offers automated wizards for performing HUD actions. Specialists can enter required 50058 data, efficiently manage their caseloads, and print all required documentation.

Letters and Forms – MRI Software prints more than 70 completed forms and can create custom packets. It also creates Spanish language forms with automatic language substitution.

Rent Reasonableness – MRI Software gives agencies a fast and consistent way to instantly find the most comparable units, without complicated point systems or time-consuming manual comparisons.

Inspections – MRI Software completely automates the entire HQS inspection process. The built-in automated scheduler reduces the time it takes to create and schedule inspections.

iDIA - Provides instant access to case files, automatically route and file with barcode indexing, securely stores files with automatic backup, and filters case files by transaction type and name search. Current classification file folders will be scanned, indexed, and uploaded to their existing files in database to eliminate physical file storage space in office.

Assistance Check Automated Assistance Portal - Provides a centralized and secure location for tenants, property owners, and waiting list applicants to submit documentation, complete initial certifications, check statuses, update information, complete recertification, schedule and reschedule inspections, and for owners to view their previous payments for up to eighteen months all online.

FINANCIAL IMPACT

There is no fiscal impact to the General Fund. The Housing Authority has funds available in the Fiscal Year 2020-2021 as part of the CARES Act funding received from HUD.

It is requested that the budget of the Local Housing Authority be amended to transfer funds between accounts as follows:

FROM:

<u>Account</u>	<u>Description</u>	<u>Amount</u>
2820-78H-CAR-4216	Printing & Duplication	\$32,764.00
2820-78H-CAR-4210	Office Supplies	\$31,233.37

TO:

2820-78H-CAR-4222	Computer Software	\$32,764.00
2820-78H-CAR-4222	Computer Software	\$31,233.37

Funds for this expenditure will be available in the Fiscal Year 2020-2021 Budget in Account Number 2820 78H CAR 4222.

While the UCDC is the governing body of the Compton Local Housing Authority, the LHA's budget is controlled by the City Council, thus a companion resolution has been presented to the City Council for authorization to amend the budget and issue a purchase order for this expenditure.

RECOMMENDATION

Staff recommends that the Urban Community Development Commission adopt the attached Resolution.

**ALENA SALL-PHOK, HOUSING SERVICES SUPERVISOR
COMPTON LOCAL HOUSING AUTHORITY
COMMUNITY DEVELOPMENT DEPARTMENT**

APPROVED FOR FORWARDING:

**CRAIG J. CORNWELL
EXECUTIVE SECRETARY**

RESOLUTION NO. _____

A RESOLUTION OF THE URBAN COMMUNITY DEVELOPMENT COMMISSION, ACTING AS THE COMPTON LOCAL HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE SECRETARY TO AMEND THE LOCAL HOUSING AUTHORITY'S 2020-2021 FISCAL YEAR BUDGET TO TRANSFER FUNDS BETWEEN ACCOUNTS, AND TO ENTER INTO A THREE (3) YEAR AGREEMENT WITH AND ISSUE A PURCHASE ORDER TO MRI SOFTWARE, LLC. d/b/a HAPPY SOFTWARE, INC. FOR SOFTWARE USE LICENSES AND MAINTENANCE SUPPORT (\$101,761.37)

WHEREAS, the Compton Local Housing Authority ("LHA" or "Housing Authority") utilizes software programs and maintenance support services provided by MRI Software, LLC, d/b/a HAPPY Software; and

WHEREAS, MRI Software manages the day-to-day operation of the Housing Authority and is approved by the U.S. Department of Housing and Urban Development (HUD) and is used to upload information to HUD; and

WHEREAS, the Housing Authority has utilized MRI software programs and maintenance for a number of years and staff performed significant due diligence efforts and research of other software programs available to LHA's within the State, including surveying several LHAs, and it was determined that MRI software programs are the most common and highly recommended; and

WHEREAS, some of the key factors and reasons for the high ranking for MRI software is its reliability, easy user-interface, data collection, data analysis and reporting functionality. Additionally, MRI provides Integrated Document Imaging Archive ("iDIA") and Assistance Check modules; considered the newest best practices within the Housing industry; which provide greater and more flexibility for the users by allowing Housing Authority staff, Section 8 tenants and landlords to access, review and submit all of the required documents via an electronic (online) portal system; and

WHEREAS, continued use of MRI software and support ensures that the Housing Authority software will be modern and in-line with current housing industry and HUD regulations, as well as provide technical support and assistance, future updates and software enhancements to the Housing Authority staff; and

WHEREAS, the contract with MRI software expired on January 31, 2021, however staff worked diligently with the vendor and the City Attorney's Office to negotiate and prepare an agreement for continuation of the software use license, maintenance support and addition of the iDIA and Assistance Check modules for a recommended three (3) year (i.e. February 01, 2021 to January 31, 2024) term to assure continuance of this vital service without interruption and at a set price; and

WHEREAS, the cost for MRI software modules, the use of the two additional services (iDIA and Assistance Check) and maintenance support for the period of February 1, 2021 through January 31, 2024 will be Ninety Seven Thousand Nine Hundred Fifty Six Dollars and Thirty-Seven Cents (\$97,956.37). The iDIA and Assistance Check are an annex to the current MRI Software Module and there is a one-time upgrade for these modules of Three Thousand Eight Hundred Five Dollars (\$3,805.00), totaling One Hundred One Thousand Seven Hundred Sixty-One Dollars and Thirty-Seven Cents (\$101,761.37); and

WHEREAS, a budget amendment is necessary to accommodate projected expenditures in accounts within the Compton Local Housing Authority's Fiscal Year 2020-2021 budget; and

WHEREAS, there is no fiscal impact to the General Fund. The Housing Authority has funds available in the Fiscal Year 2020-2021 as part of the CARES Act funding received from HUD.

NOW, THEREFORE, THE URBAN COMMUNITY DEVELOPMENT COMMISSION, ACTING AS THE COMPTON LOCAL HOUSING AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. That the Compton Local Housing Authority’s 2020-2021 Fiscal Year budget shall be amended to transfer funds as follows:

FROM:

<u>Account</u>	<u>Description</u>	<u>Amount</u>
2820-78H-CAR-4216	Printing & Duplication	\$32,764.00
2820-78H-CAR-4210	Office Supplies	\$31,233.37

TO:

2820-78H-CAR-4222	Computer Software	\$32,764.00
2820-78H-CAR-4222	Computer Software	\$31,233.37

Section 2. That the Executive Secretary, on the advice and approval of the General Counsel is hereby authorized to enter into a three (3) year (i.e. February 1, 2021 through January 31, 2024) agreement with MRI Software, LLC for continuation of the software use license, maintenance support, addition of the Integrated Document Imaging Archive (“iDIA”) and Assistance Check modules for the Compton Local Housing Authority.

Section 3. That a purchase order in the amount of One Hundred One Thousand Seven Hundred Sixty One Dollars and Thirty-Seven Cents (\$101,761.37) is authorized to be issued to MRI Software, LLC.

Section 4. That funds for these expenditures are available in the Local Housing Authority’s Fiscal Year 2020-2021 budget in Account No. 2820 78H CAR 4222.

Sections 5. That a certified copy of this Resolution shall be filed in the Offices of the Executive Secretary, City Controller, Commission Clerk, General Counsel and the Community Development Department (Compton Local Housing Authority).

Section 6. That the Chairperson shall sign and the Commission Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2021.

**CHAIRPERSON OF THE URBAN COMMUNITY
DEVELOPMENT COMMISSION**

ATTEST:

**CLERK OF THE URBAN COMMUNITY
DEVELOPMENT COMMISSION**

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON ss

I, Alita Godwin, Clerk of the Urban Community Development Commission, hereby certify that the foregoing Resolution was adopted by the Commission, signed by the Chairperson and attested by the Commission Clerk at a regular meeting thereof held on the _____ day of _____, 2021.

That said Resolution was adopted by the following vote to wit:

AYES: COMMISSIONERS-
NOES: COMMISSIONERS-
ABSENT: COMMISSIONERS-
ABSTAIN: COMMISSIONERS-

**CLERK OF THE URBAN COMMUNITY
DEVELOPMENT COMMISSION**