



# COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

## SUMMARY REPORT

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**Agenda Date:** 6/13/2022

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**To:** Sonoma County Board of Supervisors and Board of Commissioners of the Sonoma County Community Development Commission

**Department or Agency Name(s):** Community Development Commission

**Staff Name and Phone Number:** Martha Cheever, (707) 565-7521

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

Renewal of Housing Authority Software Agreement

**Recommended Action:**

Authorize the Interim Executive Director, or designee, to enter into Amendment Number 2 to an agreement with MRI Software, LLC for HousingPro Software for a term of three years for \$268,273 with an option for two one-year renewals.

**Executive Summary:**

The Sonoma County Housing Authority (SCHA) has utilized MRI Software, LLC's (MRI) HousingPro software platform since 2011. This software enables SCHA staff to manage all of its various programs and waitlists while meeting US Department of Housing and Urban Development (HUD) requirements for digital data reporting.

On June 1, 2020, the Housing Authority's Executive Director authorized the upgrade of the software. The upgrade and all required staff training were implemented beginning in October, 2020.

Staff are requesting that the Executive Director, or designee, be authorized to sign Amendment Number 2 to the Order Document and Statement of Work effective June 1, 2022, for a total three-year cost of \$268,273. Staff are also requesting that the Executive Director, or designee, be authorized to extend the Order Document for two additional one-year terms for an amount not to exceed \$100,000 per year.

**Discussion:**

The Sonoma County Housing Authority (SCHA) is required to report data digitally to the US Department of Housing and Urban Development (HUD). To meet this requirement, the SCHA administers its rental assistance programs and reports to HUD through the use of a housing authority management software program provided by MRI Software, LLC.

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In 2019, the County Information Systems Department (ISD) notified SCHA that ISD would no longer be able to support the existing software as it was utilizing an outdated technology platform. This prompted SCHA and ISD to work together to identify the benefits of upgrading existing software or procuring a new software

platform. It was determined that upgrading existing software met the needs of SCHA and provided the benefit of enhanced technology.

Because the Housing Authority did not enter into a multi-year agreement for the software, we have been subject to an annual Consumer Price Index (CPI) increase as well as an annual service cost increase. SCHA staff have negotiated with MRI, and the company has agreed to remove the CPI language and cap annual increases at 5.5% in exchange for a three-year service contract.

Staff are requesting that the Executive Director, or designee, be authorized to sign Amendment Number 2 to the Order Document and Statement of Work effective June 1, 2020 for a total three-year cost of \$268,273. Staff are also requesting that the Executive Director, or designee, be authorized to extend the Order Document for two additional one-year terms for an amount not to exceed \$100,000 per year.

**Strategic Plan:**

N/A

**Prior Board Actions:**

12/06/2011: Board authorized the acquisition, installation, set up, and training for the Housing Authority Management software.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 21-22 Adopted</b>	<b>FY 22-23 Projected</b>	<b>FY 23-24 Projected</b>
Budgeted Expenses	\$84,682	\$89,339	\$94,252
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$84,682</b>	<b>\$89,339</b>	<b>\$94,252</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal	\$84,682	\$35,000	\$94,252
Fees/Other			
Use of Fund Balance		\$54,339	
Contingencies			
<b>Total Sources</b>	<b>\$84,682</b>	<b>\$89,339</b>	<b>\$94,252</b>

**Narrative Explanation of Fiscal Impacts:**

The Housing Authority initially budgeted \$35,000 for FY 2022/23. The additional cost of \$54,339 will be funded via use of fund balance. Appropriations will be requested during the Q1 Consolidated Budget process. Costs for Fiscal Year 2023/24 will be funded by the administration allocation amount provided by the Housing and Urban Development rental assistance programs.

**Staffing Impacts:**

<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
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**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

Attachment 1 - Original Order Document and Associated Change Orders

Attachment 2 - Amendment Number 2

Attachment 3 - Master Agreement

**Related Items "On File" with the Clerk of the Board:**

None