



SAN DIEGO  
HOUSING  
COMMISSION

We're About People

# San Diego Housing Commission (SDHC) Administrative Services

Presented to the SDHC Board of Commissioners

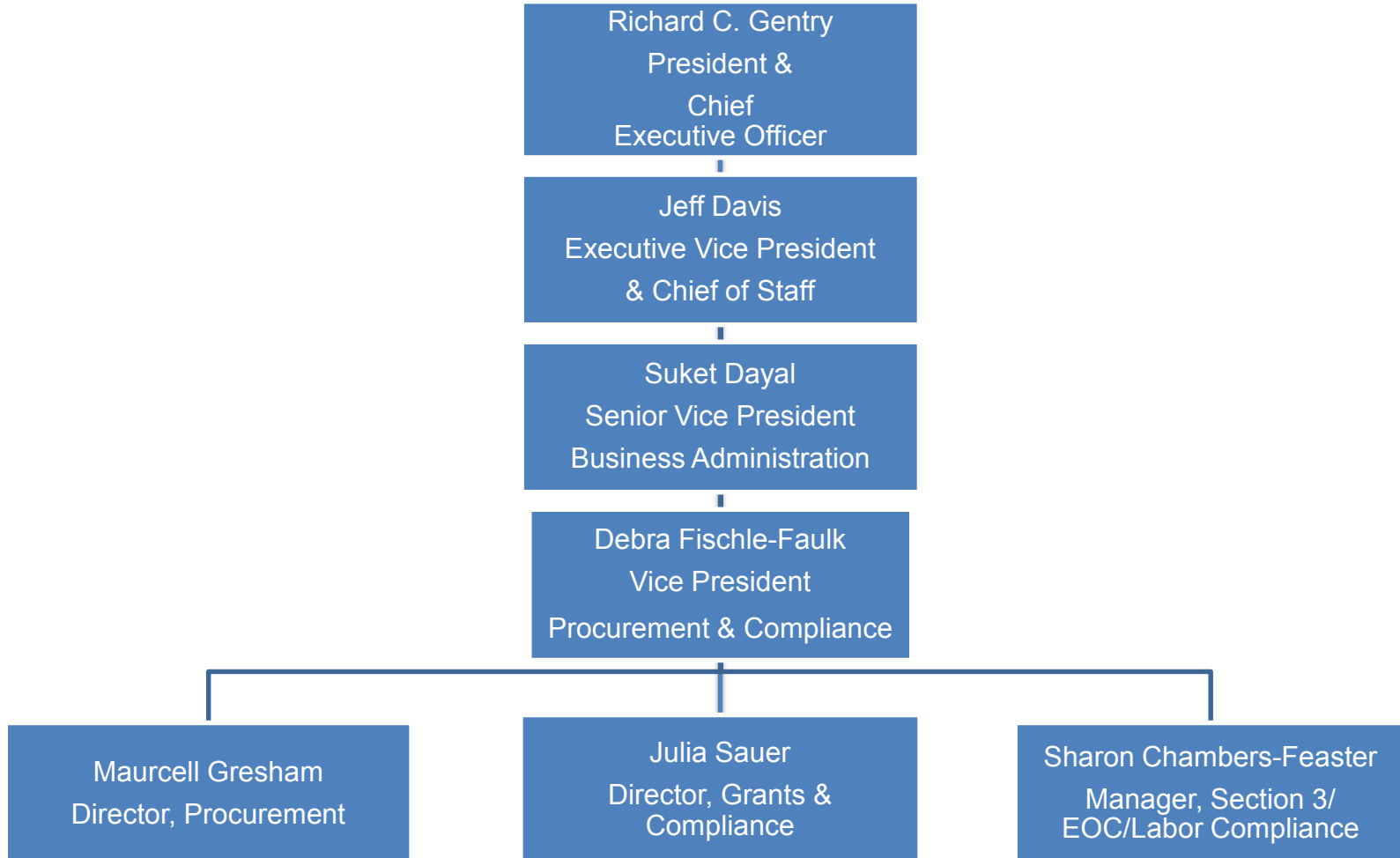
February 8, 2019

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Business Administration

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Procurement & Compliance



# SDHC – Administrative Services Introduction





# SDHC – Administrative Services Stakeholders

- City Council/Housing Authority of the City of San Diego
- SDHC Leadership Team and Department Staff
- U.S. Department of Housing and Urban Development (HUD)
- U.S. Department of Labor
- California State Department of Industrial Relations
- Grantors
- Vendors and Subrecipients
- Vendor Workforce (as applicable)



# SDHC – Administrative Services Responsibilities

## Procurement

- Acquisition of supplies, services and construction in support of SDHC's operations

## Section 3/ EOC/Labor Compliance

- HUD Section 3
- Equal Opportunity Contracting (EOC)
- Federal & State Labor Compliance

## Grants & Compliance

- Compliance
- Agency-wide Grants
- City Affordable Housing Fund
- Affordable Fair Housing
- City-County Reinvestment Task Force
- Administrative Regulations



# SDHC – Administrative Services Procurement Responsibilities





# SDHC – Administrative Services Procurement – Authority & Applicability

- Purpose:
  - Ensure a system of quality and integrity
  - Provide for fair and equitable treatment of all persons or firms involved in SDHC procurements
  - ensure goods and services are procured efficiently, effectively and at the most favorable prices,
  - promote competition in contracting





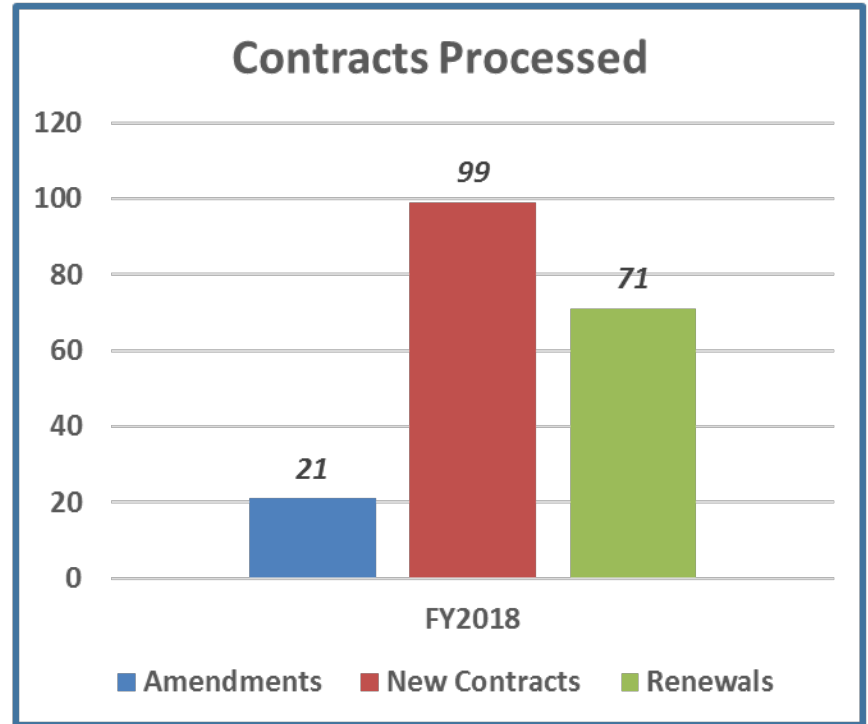
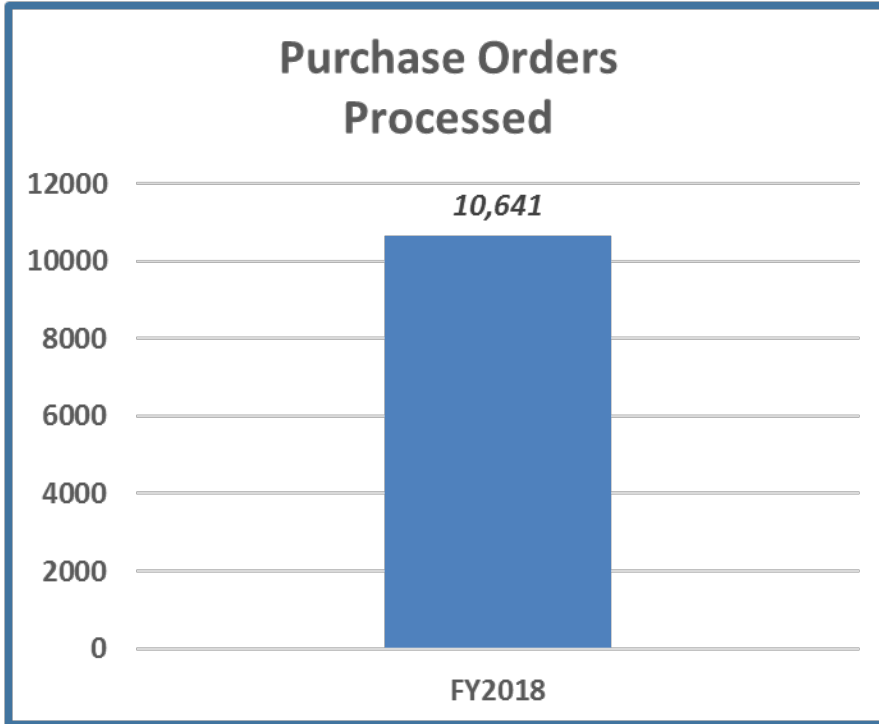
# SDHC – Administrative Services Procurement – Authority & Applicability

- Applicability:
  - Contactors, subcontractors and subrecipients
  - Goods and services, Construction, Maintenance and Capital Improvements, Consultants, Architectural and Engineering Consultants, Nonprofit organizations
- Regulatory Guidelines:
  - HUD Procurement Handbook 7460.8 Rev.2
  - 24 Code of Federal Regulations (CFR) 8.5.36(d)(2)(D)
  - California Public Contract Code
  - SDHC Statement of Procurement Policy PO-PUR-373.01



# SDHC – Administrative Services

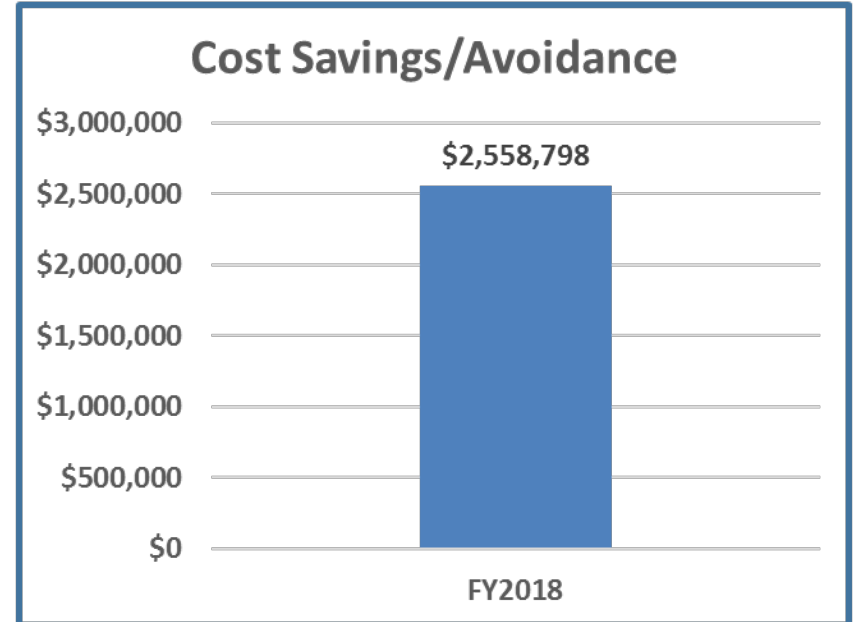
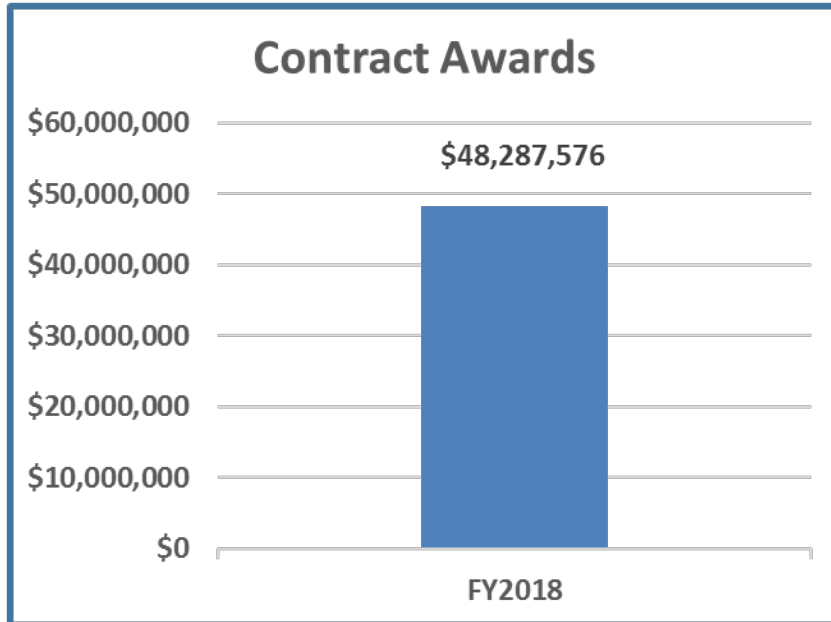
## Procurement – Fiscal Year (FY) 2018 Outcomes





# SDHC – Administrative Services

## Procurement – Fiscal Year (FY) 2018 Outcomes (Continued)



# SDHC – Administrative Services Outreach & Technical Assistance

## Fiscal Year 2018

1. Doing Business with SDHC (Hosted, April & May)	10. Microsoft/LinkedIn Workshop
2. Service Disabled Veterans Business Meeting	11. What to Say at Job Interviews Workshop
3. SBDC Meet the Buyers (2 events)	12. Sea World Recruitment Fair
4. Celebrating & Honoring Veterans	13. Royalty Staffing Recruitment Fair
5. CALTRANS Procurement Event	14. Property West Residential Recruitment Fair
6. Labor Compliance 1:1 and Group Contractor Technical Assistance Sessions (62 conducted)	15. Executive Event Services Recruitment Fair
7. Meet the Buyers Women’s Event	16. South Metro Career Center Hiring Event
8. Bluebook Showcase	17. CALCON
9. SDSU Construction Expo	18. Asian Business Association Scholarship and Awards Gala



# SDHC – Administrative Services

## Section 3, Equal Opportunity Contracting, and Labor Compliance Responsibilities

Verify Section 3 &  
Prevailing Wage  
Applicability of  
Planned  
Requisitions/Projects

Ensure and Monitor  
Section 3 Compliance

Ensure and Monitor  
Labor Compliance  
(Federal/State)

Outreach & Training

Provide Technical  
Assistance

HUD Reporting



# SDHC – Administrative Services

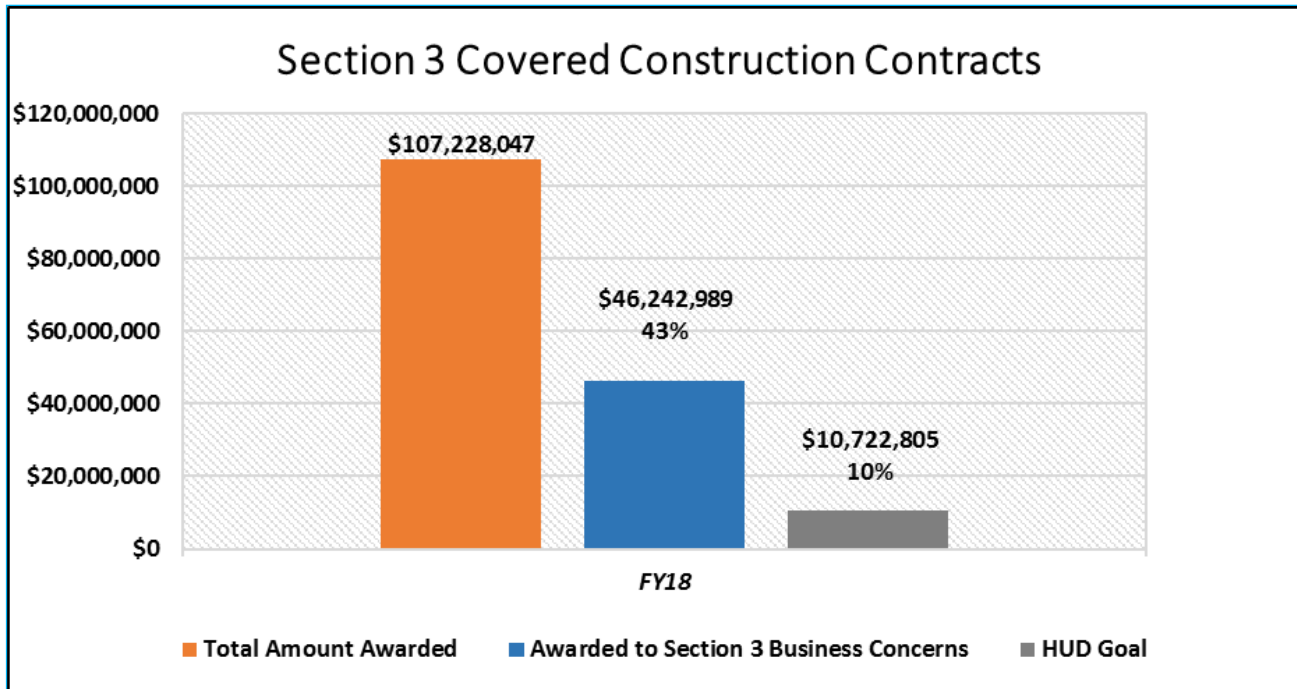
## Section 3

- Purpose:
  - Ensure that training, employment and contracting opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, be directed to low-income persons (Section 3 Residents) and businesses that employ such persons (Section 3 Business Concerns)
- Applicability:
  - SDHC, its subrecipients, contractors and subcontractors
  - Service Contracts
- Authority:
  - Housing and Urban Development Act of 1968 (Section 3)
  - Part 135 of Title 24 of the Code of Federal Regulations (24 CFR 135).



# SDHC – Administrative Services

## Section 3 – Fiscal Year 2018 Outcomes



2014 – Section 3 Implementation Plan and standard operating procedures were implemented.

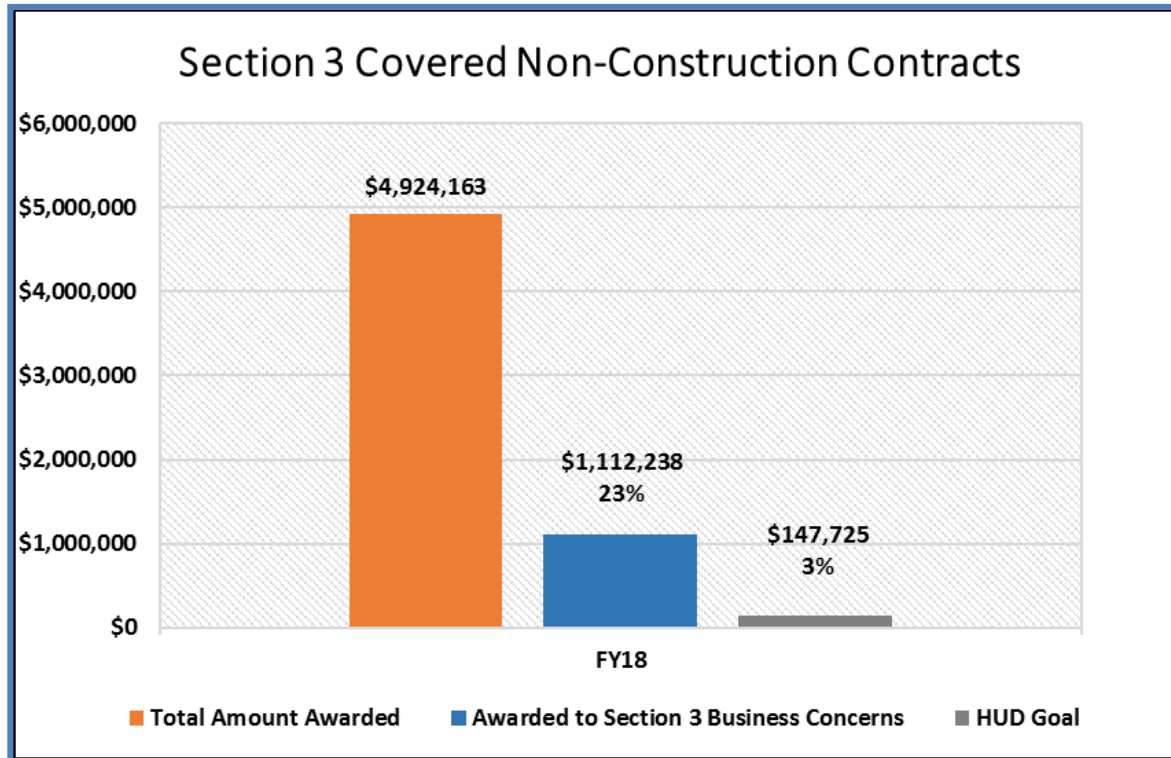
2016 – Procedures and forms were streamlined to minimize the administrative burden on staff and contractors.

2017 – Transitioned from reporting on the federal fiscal year to reporting on SDHC's fiscal year.



# SDHC – Administrative Services

## Section 3 – Fiscal Year 2018 Outcomes



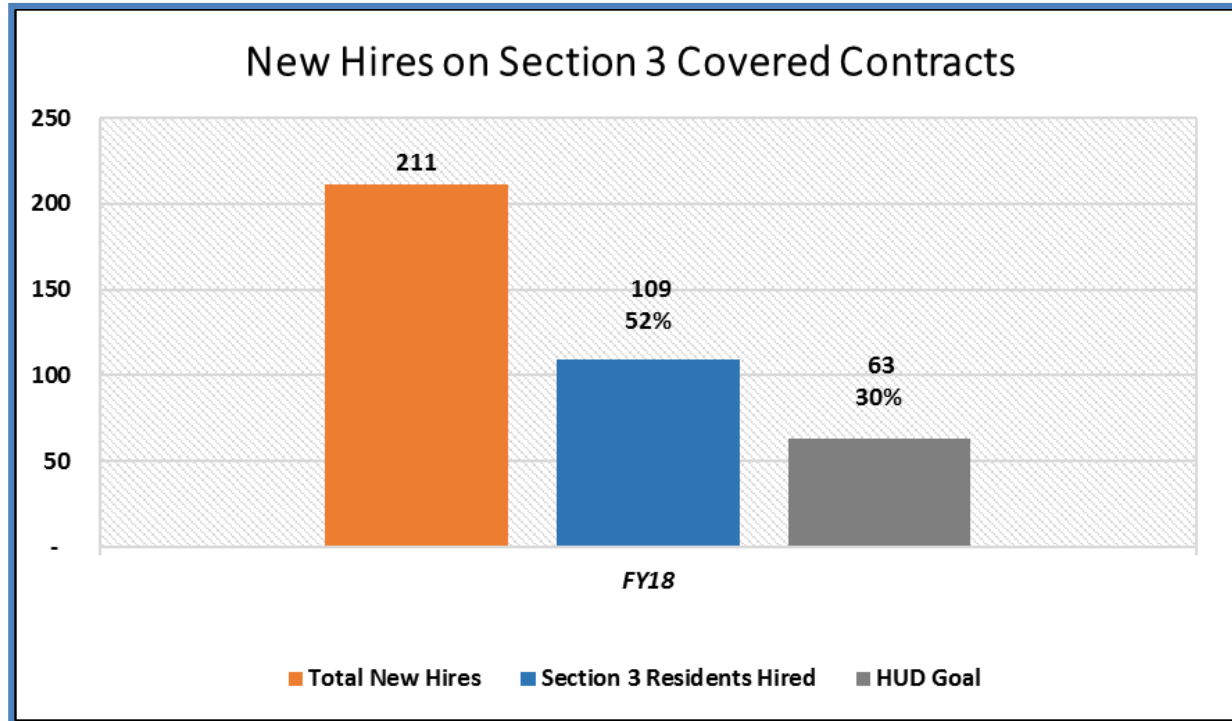
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# SDHC – Administrative Services Section 3 – Fiscal Year 2018 Outcomes



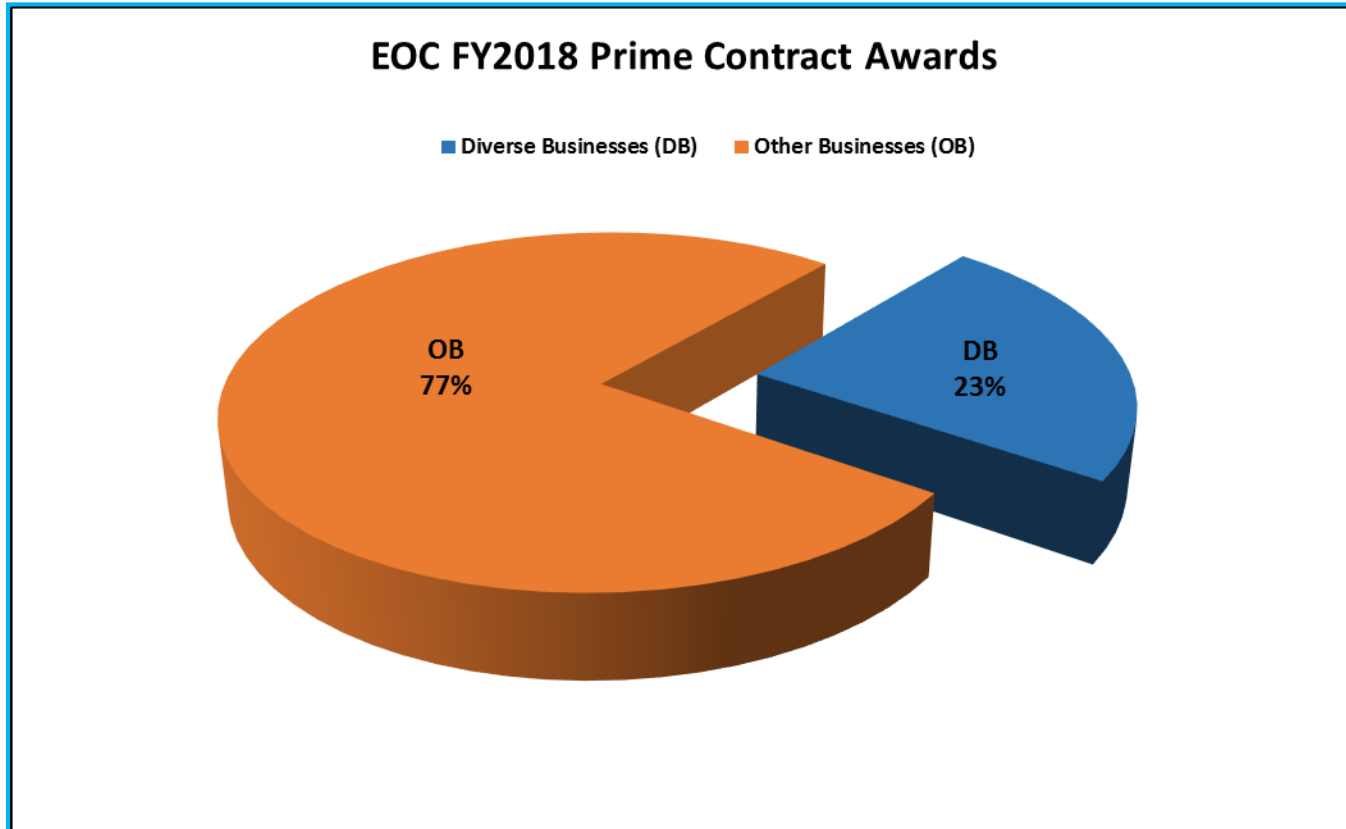
2014 – Section 3 Implementation Plan and standard operating procedures were implemented.

2016 – Procedures and forms were streamlined to minimize the administrative burden on staff and contractors.

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# SDHC – Administrative Services EOC – Fiscal Year 2018 Outcomes





# SDHC – Administrative Services

## Labor Compliance

- Purpose:
  - Ensure that all workers employed on public works projects are paid at not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the public work is performed.
- Applicability:
  - Contractors, subcontractors and subrecipients
  - Construction, alteration, demolition, installation, or repair work paid for in whole or in part out of public funds
- Authority:
  - Davis-Bacon Act (40 U.S. Code 3141)
  - California Labor Code Section 1720 - 1861



# SDHC – Administrative Services

## Labor Compliance – Fiscal Year 2018 Outcomes

Compliance Activity*	FY 2018
Number of Projects Monitored	87
Pre-Construction Meetings/Job Walks	38
Project Site Visits	63
Labor Code Violations	5
Restitution Facilitated	\$31,048.50
**Technical Assistance	62

*\*Anticipate automation of certified payroll review for FY2020 - will be included in future statistical data collection*

*\*\*Comprised of one-on-one or group assistance focusing on understanding prevailing wage requirements and completion of certified payroll reports.*



# SDHC – Administrative Services Grants & Compliance Responsibilities

Agency-wide Grant  
Development Activities

Facilitate and Monitor  
Effective Risk &  
Quality Management  
Practices

Monitor Fair Housing,  
Section 504  
Rehabilitation and  
ADA Acts as  
applicable

Provide Technical  
Assistance

Assist with HUD  
Reporting

Reinvestment  
Task Force



# SDHC – Administrative Services Grants & Compliance

- Purpose:
  - Centralized grant management
  - Compliance monitoring/quality assurance related to grant management
  - SDHC administrative functions and activities related to Fair Housing, Americans with Disabilities Act Compliance, Reinvestment Task Force and the City of San Diego's Affordable Housing Fund



## SDHC – Administrative Services Grants & Compliance (Continued)

- Federal Regulations:
  - HUD regulations
  - Fair Housing Act – Title VIII Civil Rights Act
  - Section 504 of Rehabilitation Act
  - Americans with Disabilities Act
  - Title VI of Civil Rights Act
- Local Regulations:
  - Housing Authority Resolution Number HA-1569
  - San Diego Municipal Code Chapter 9, Article 8, Divisions 5 and 6
  - San Diego Municipal Code Chapter 14, Article 2, Division 13



# SDHC – Procurement & Compliance Grants & Compliance Duties

## Compliance Monitoring

- Continuum of Care, Emergency Solutions Grant, CDBG, Capital Grants, HOME, Local, Private Funds.
- 41 Site Visits
- 51 Desk Reviews

## ADA/Section 504

- Collaborate with internal Departments
- Facilitate follow-up on SDHC Facilities Implementation Plan

## Fair Housing

- Collaborative Partner with City of San Diego and Regional Alliance for Fair Housing
- Analysis of Impediments
- Complaints

## Affordable Housing Fund

- Administration of more than \$62 Million

## Reinvestment Task Force

- Public-Private Nonprofit Collaboration
- Local Implementation of Community Reinvestment Act
- Funded by SDHC, County and Bank Grants



## SDHC – Administrative Services Grants & Compliance (Continued)

Entity	Number of Awards	Dollar Value
SDHC	12	\$10,498,954
SDHC-City	3	\$ 8,072,234
HDP	2	\$ 10,970
<b>TOTAL</b>	<b>17</b>	<b>\$18,582,158</b>



# SDHC – Administrative Services Process Improvements/Efficiencies

## Section 3 Program Paperwork

- 65% reduction in required contractor paperwork
- Created a fillable PDF form

## Homeless Contract Workflow

- 30% reduction in contract processing time
- 20% reduction in contract review time

## Microsoft Office 365 Groups

- Enhanced interdepartmental partnerships

## PlanetBids

- Automated bidding and proposing processes
- Increased competition
- Automated RFP review process
- Automated insurance document submittals and tracking

## DocuSign

- 81% decrease contract document signature processing time





# SDHC – Administrative Services Awards & Recognition

- 2018 Achievement of Excellence in Procurement – National Procurement Institute
- 2018 National Award of Merit – National Association of Housing and Redevelopment Officials
- SDHC CEO Award





# SDHC – Administrative Services

## Questions & Comments

