

RESOLUTION NO. _____

**AUTHORIZATION FOR PAYMENT OF INCOME VERIFICATION SERVICE FOR
PUBLIC HOUSING AND HOUSING CHOICE VOUCHER RESIDENTS**

Item No. 5h

WHEREAS, the US Department of Housing and Urban Development requires the all Public Housing and Housing Choice Voucher participants be certified initially, and then annually, for housing assistance eligibility; and

WHEREAS, the US Department of Housing and Urban Development also requires all Public Housing and Housing Choice Voucher providers to obtain income and employment verifications for all Public Housing and Housing Choice Voucher eligible participants, and

WHEREAS, the Equifax Corporation, through its affiliated entity The Work Number, has provided this service to the Louisville Metro Housing Authority (LMHA) for the past several years; and

WHEREAS, LMHA recently learned that the Equifax Corporation is no longer a certified contractor identified within the Commonwealth of Kentucky's prequalified contractor list as of June 30, 2019; and

WHEREAS, service costs have now been invoiced in February, 2020 to LMHA for the period starting July 1, 2019 in the amount of \$92,545.29 that are due and payable; and

WHEREAS, LMHA is in the process of conducting a formal procurement process for the income and employment verification services.

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NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the payment to Equifax/The Work Number in the amount not to exceed \$111,000.00 for the service period July 1, 2019 – June 30, 2020 is approved.

RESOLUTION BACKGROUND STATEMENT

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I. STATEMENT OF FACTS:

The Louisville Metro Housing Authority (LMHA) is required by the Department of Housing and Development to certify all Public Housing and Housing Choice Voucher applicants initially and annually for eligibility; and to also obtain income and employment verifications for all eligible applicants/residents. The LMHA procured this service several years ago through the Commonwealth of Kentucky's State Procurement Registry with annual renewals approved by the LMHA Board of Commissioners to Equifax/The Work Number.

LMHA learned in May the Equifax/The Work Number entity was no longer registered on the Commonwealth of Kentucky's State Procurement Registry. LMHA will subsequently require a formal Request for Proposals for this service. Invoices for the current contract period were received in the amount of \$92,545.29 for the period starting July 1, 2019 and are now due and payable.

The invoices have been reviewed by the appropriate LMHA Staff and have been determined to be reasonable and appropriate for payment. Inasmuch as the eligibility, income verification, and employment verification services are a requirement to complete the housing process for both new and existing residents, LMHA will continue to use Equifax/The Work Number to provide this service until the formal procurement process is completed. Staff anticipates bringing a Resolution to the June Board Meeting.

II. ALTERNATIVES:

- A. Approve the payment of the invoiced services in the amount not to exceed \$111,000.00 and continue to obtain the eligibility and verification services through Equifax/The Work Number until the formal procurement process is completed.
- B. Discontinue the eligibility and verification services until the formal procurement process is completed.

III. RECOMMENDATION:

Staff recommend Alternative A.

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IV. JUSTIFICATION:

- Equifax/The Work Number has provided the eligibility and verifications service to LMHA in a very satisfactory manner for several years.
- The invoiced amount of \$92,545.29 has been reviewed by LMHA Staff and determined to be reasonable and appropriate, and is also consistent with prior Equifax/The Work Number invoice amounts.
- The housing eligibility requirements, and the income and employment verifications, are requirements by the US Department of Housing and Urban Development in order to process new applicants and verify existing residents' rent determinations.

V. BUDGET APPROVAL:

There is sufficient funding in the 2020 Operating Budget for this expenditure.

Angela Larsson, Director of Finance

Date

VI. PROCUREMENT CERTIFICATION:

This purchase is compliant with the Louisville Metro Housing Authority's Procurement Policy.

Steve Webb, Purchasing Agent

Date

Submitted by: Cheryl Butler
Director of Information Technology
May 19, 2020