

RESOLUTION NO. \_\_\_\_\_

**APPROVAL OF RESIDENT LEGAL SERVICES CONTRACT**

**Item No. 5b**

WHEREAS, Louisville Metro Housing Authority (LMHA) desires to assist residents maintain stable affordable housing and achieve financial independence; and

WHEREAS, LMHA staff prepared a Request for Proposals to acquire the needed resident legal services and advertised the project in The Courier-Journal and The Louisville Defender and on June 30, 2020 one proposal for providing the requisite services was received and evaluated; and

WHEREAS, a panel of three staff members reviewed the proposal and determined that the Legal Aid Society was responsive to the criteria outlined in the request; and

WHEREAS, Housing and Urban Development (HUD) has approved LMHA's request to proceed with a single-source procurement with the Legal Aid Society for resident legal services; and

WHEREAS, staff is requesting approval of a one-year contract in the amount not to exceed \$24,000 for resident legal services with four one-year renewal options.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter into a contract with the Legal Aid Society in the amount of \$24,000.00 for up to one year.

**RESOLUTION BACKGROUND STATEMENT**  
**APPROVAL OF RESIDENT LEGAL SERVICES CONTRACT**

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**I. STATEMENT OF FACTS:**

LMHA has provided legal services to residents for over five years focusing on HOPE VI families and public housing residents. Services under the new contract will still serve public housing residents, but will also serve Family Self-Sufficiency participants, HCV homeowners and former Beecher residents relocated due to the CHOICE Neighborhood Initiative.

The Request for Proposals was advertised on June 10, 2020 in the Courier Journal and on June 11, 2020 in the Louisville Defender. It was also posted on LMHA's website and the Housing Agency Marketplace (e-Procurement), reaching 487 potential bidders that we can confirm received an "invitation for bids," with the MBE/FBE/DBE breakdown as follows:

African-American Business Enterprise: 86 (17%)  
Asian Indian-American Business Enterprise: 6 (1%)  
Asian Pacific-American Business Enterprise: 4 (1%)  
Hassidic Jew-American Business Enterprise: 1 (0%)  
Hispanic-American Business Enterprise: 37 (7%)  
Native American Business Enterprise: 5 (1%)  
None (not Woman- or Minority-owned): 313 (63%)  
Qualified Disabled Veteran Owned: 9 (2%)  
Woman-owned Business Enterprise: 107 (22%)  
Section 3 Business: 16 (3%)

From the 487 companies represented above, a total of 7 potential bidders downloaded and reviewed the RFP for Resident Legal Services and are as follows:

African-American Business Enterprise: 0 (0%)  
Asian Pacific-American Business Enterprise: 0 (0%)  
Hispanic-American Business Enterprise: 0 (0%)  
None (not Woman- or Minority-owned): 6 (86%)  
Qualified Disabled Veteran Owned: 0 (0%)  
Woman-owned Business Enterprise: 1 (14%)  
Section 3 Business: 1 (14%)

**RESOLUTION BACKGROUND STATEMENT**

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**I. STATEMENT OF FACTS: (cont.)**

In addition to the posting on the Marketplace, LMHA emailed information about the RFP to the Legal Aid Society, six Louisville attorneys listed on the National Association of Consumer Advocates website, as well as to representatives of The Charles W. Anderson, Jr. Bar Association (formerly The Louisville Black Lawyers Association) and the Women Lawyers Association of Jefferson County requesting that they forward information about the RFP to their members.

The bid opening date was June 30, 2020. One response to the Resident Legal Services portion of the RFP was received as follows:

<u>BIDDER: Legal Aid Society</u>	<u>HOURLY RATE OR FEE</u>
Blended hourly rate for services	\$100.00
Per participant rate for group presentations	\$ 60.00
Misdemeanor expungements, flat rate	\$325.00 plus court costs
Felony expungements, flat rate	\$350.00 plus court costs

The response was evaluated by the review committee, Heath Rico-Storey, Uclesia Sistrunk and Dan Farrell, receiving an overall score of 96.33 out of 100.

As only one bid was received for Resident Legal Services, staff made a request to HUD to approve proceeding with a contract with Legal Aid Society. HUD provided approval on July 17, 2020.

Staff has determined to offer the contract not to exceed \$24,000 to the Legal Aid Society.

Previous contract expenditures: 2017/18 - \$1,480, 2018/19 - \$795 and 2019/20 - \$4,646.

**II. ALTERNATIVES:**

- A. Approve a contract with the Legal Aid Society for up to \$24,000.
- B. Do not award the contract at this time.

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**III. RECOMMENDATION:**

Staff recommends Alternative "A."

**IV. JUSTIFICATION:**

The mission of the Legal Aid Society is to "pursue justice for people in poverty," and has been doing so since its founding in 1921.

Legal Aid Society has extensive experience in providing the legal services identified in the RFP. Their areas of practice include: landlord/tenant and housing law, economic stability services (government benefits, employment, expungement, wage garnishment, tax issues and bankruptcy), family law services for survivors of domestic violence and sexual assault (protective orders, divorce, custody and visitation), and life-planning (powers of attorney, wills and medical directive). Additionally, Legal Aid Society is experienced in conducting civil legal informational and educational workshops to inform the community of the rights under the law and how to access those rights.

While the amount utilized in the 2019/2020 contract with the Legal Aid Society was low at \$4,646.00 that amount was more than twice the amount spent in the two previous contracts combined. Special Programs expanded outreach working with the resident councils to schedule workshops and then refer individuals for one-on-one services. The COVID-19 pandemic should increase the interest in life-planning documents among residents. This next year, Special Programs will make sure that property management teams are aware of these services and know how to make direct referrals.

Under the new contract, services will be extended to Housing Choice Voucher homeowners while continuing to reach out to FSS participants, former Beecher Terrace families and through resident councils. And one new service will be added: expungement of eligible Class D felonies. Special Programs is committed to working closely with the Legal Aid Society to build on the growth from the last contract.

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**IV. BUDGET APPROVAL:**

Funding for this project is provided from the CARES ACT - both Public Housing and HVC, and PH & HCV Operating Funds.

\_\_\_\_\_  
Angela Larsson, Director of Finance

\_\_\_\_\_  
Date

**V. PROCUREMENT CERTIFICATION:**

The procurement of this contract is in compliance with the Louisville Metro Housing Authority procurement policies and procedures.

\_\_\_\_\_  
Steve Webb, Purchasing Agent

\_\_\_\_\_  
Date

Submitted by: Dan Farrell  
Director of Special Programs  
August 18, 2020