



**TO: LINDA GORTON, MAYOR
URBAN COUNTY COUNCIL**

**FROM: CHARLIE LANTER, DIRECTOR
DIVISION OF GRANTS AND SPECIAL PROGRAMS**

DATE: AUGUST 8, 2019

SUBJECT: Request Council authorization to execute a contract with Benevate Inc., for Neighborly Software in the amount of \$29,800 to replace existing software used for the Housing Rehabilitation Program — RFP #23-2019.

Request Council authorization to execute a contract with Benevate Inc., for the purchase and implementation of Neighborly Software in the amount of \$29,800 to replace existing software used in the grant-funded Housing Rehabilitation Program. This total includes one-time implementation costs of \$10,900 and the first year payment of annual licensing fees of \$18,900 for 10 users in the Division of Grants & Special Programs.

The Division of Grants and Special Programs operates a federally funded housing rehabilitation program and conducts long-term compliance monitoring and inspection of HOME and CDBG-assisted rental units. Current software used for project tracking does not meet the division's needs for function and technical support. A Request for Proposals (RFP # 23-2019) was issued in June 2019 for software for HUD Community Development Programs. Four responses were received. The review committee recommends the execution of a contract with Benevate, Inc., in the amount of \$29,800 for implementation and licensing for 10 users, training, and custom form integration.

Neighborly was developed specifically for use by agencies administering HUD-funded Community Development programs including CDBG, HOME, and other residential rehabilitation programs. Software will be used to monitor the waiting list, track household eligibility, schedule inspections, enter inspection data in the field, generate bid and closing documents, and provide reports on activities.

What is the cost in this budget year and future budget years?

The cost for this FY is: \$29,800



The cost for future FY is:

\$1,890 annually per user. Currently 10 users for a total of \$18,900.

Are the funds budgeted? Yes. Funds are budgeted as follows:

FUND	DEPT ID	SECT	ACCOUNT	PROJECT	BUD REF	ACTIVITY	AMOUNT
3120	160201	0001	71299	CDBG_2019	2019	C14H	\$10,900
3120	160201	0001	71299	CDBG_2020	2020	C14H	\$18,900

File Number: 0829-19

Director/Commissioner: Lanter/Hamilton

