



Berkeley Housing Authority

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REQUEST FOR PROPOSAL RFP 2023-02

Moving to Work Consultant Services

The Berkeley Housing Authority (BHA) is issuing a Request for Proposals from established consulting firms that can commit to providing a significant number of hours monthly to the agency in formulating and implementing a Moving to Work (MTW) Plan. BHA has been designated for MTW participation under the Cohort 4 Landlord Incentives bracket. While the exact number of hours has not been determined at this time, the selected consulting firm will collaborate with the Executive Director on a more precise time commitment once an MTW assessment has been completed.

The expanded description of the Moving to Work consulting expectations and tasks can be found on the agency website at www.bha.berkeleyca.gov. Some of the key work elements will include, but not be limited to, completing remaining HUD conditions related to the approved MTW Cohort 4 designation; monitoring and complying with all PIH notices related to MTW; determining and implementing the Standard MTW Waivers, Safe Harbor Waivers, and Agency Specific Waivers; ensuring compliance with the five statutory MTW requirements; implementing the fungibility flexibility on public housing funding; ensuring compliance with all MTW requisitioning, expenditure, and audit provisions; complying with all MTW modified PHA Plans and related HUD data systems; and collaborating with HUD and the MTW Research Advisory Committee on monitoring, oversight, and program evaluations.

An electronic copy of the proposal should be emailed to Stan Quy, President, The Organizational Leadership Edge, at Squy@cox.net. Proposals must be submitted by March 1, 2023 at 5:00PM Central Time. BHA reserves the right to select a consultant prior to that date if a highly qualified firm is determined. Inquiries on the proposal should also be emailed to the same address.

BERKELEY HOUSING AUTHORITY POSITION DESCRIPTION

Position Title: Moving to Work Consultant

Reports to: Executive Director

Summary:

The Moving to Work Consultant will provide a range of consulting services related to the formulation and implementation of a Moving to Work (MTW) Plan. Outlined below are some, but not necessarily all, of the essential duties and responsibilities that are critical to being highly effective in this position. This is intended to describe the general nature and scope of work, although other tasks may be required and assigned.

Essential Tasks and Responsibilities:

- Complete remaining HUD conditions related to the approved Cohort 4 MTW designation
- Execute the MTW Amendment to the Annual Contributions Contract(s).
- Monitor and comply with all PIH Notices involving MTW changes or supplements.
- Collaborate with the MTW Research Advisory Committee.
- Determine and implement the MTW Waivers that benefit the agency.
- Expand the Safe Harbor Waivers after public input and ACOP / Admin. Plan updates.
- Provide Agency Specific Waivers based on an impact analysis and hardship policy.
- Comply with Cohort-Specific Waivers restrictions or additions.
- Ensure that there are no other waivers on statutory provisions of the 1937 Act.
- Monitor and ensure compliance with the five statutory MTW requirements.
- Implement the flexibility to apply fungibility to public housing funds.
- Design internal approaches that will encourage funding flexibility to meet MTW goals.
- Ensure compliance with all MTW requisitioning, obligation and expenditure standards.
- Submit year-end unaudited financial information to HUD.
- Submit audited financial information no later than nine months after the fiscal year.
- Provide all required data collection, record-keeping and reporting on MTW evaluations.
- Evaluate if the MTW statutory objectives are being achieved.
- Measure the outcomes associated with MTW policies being implemented.
- Comply with the MTW modified PHA Plans and related HUD data systems.
- Submit all Annual PHA Plan information under the context of MTW.
- Record the Capital Fund Program funding in EPIC.
- Submit the data for the Inventory Management System / PIC
- Report the voucher utilization in the Voucher Management System
- Cooperate with HUD on all HUD monitoring and oversight on-site or remotely.
- Comply with, and utilize, Enterprise Income Verification systems.
- Comply with all federal laws and regulations linked to the 1937 Act.
- Other tasks as may be required to meet HUD expectations.