



## Berkeley Housing Authority

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*Office of the Executive Director*

Item 7E

NEW BUSINESS

June 19, 2025

To: Honorable Chairperson and  
Members of the Housing Authority Board

From: James Williams, Executive Director

Subject: Adopt a Resolution for the First Amendment of Public Housing Voucher Programs Technical Assistance Services Contract with Section Eight and Associates, LLC. (SEA, LLC)

### RECOMMENDATION

Approve a resolution authorizing the Executive Director to increase contract amount by \$53,000; ratify prior payments in excess of the contract amount; and extend the term through June 30, 2026.

### BACKGROUND

On May 8, 2024, the BHA Executive Director executed a Contract for Public Housing Voucher Programs Technical Assistance Services with Section Eight and Associates LLC to provide consulting services for support and assessments of the following components but not limited to: (A) Two-Year-Tool (B) HUD's PIH Notice Implementing FY 2024 Consolidated Appropriations Act in the Voucher Program. (C) Voucher Program Outcome Assessment. (D) Private Rental Market-Based Payment Standards with Voucher Program Analysis. (E) Various Project-Based Voucher Program Components. (F) Moving to Work Demonstration Program. (G) The Services also included any other consulting tasks which the Parties may agree on.

The original contract included a termination date of December 31, 2024, and a total compensation amount of \$7,500 for services, expenses and extensions. In line with BHA's goal to increase and improve the various BHA Public Housing Voucher Programs, BHA requires external support for the BHA Public Housing Voucher Programs functionalities, Section Eight and Associates LLC familiarities with the Berkeley Housing Authority will aid in completing various pending and ongoing tasks.

Additionally, Section Eight and Associates LLC extended its services to provide help and assistance in the restore-rebuild project for AHB.

As of April 2025, the total billings from SEA, LLC is \$20,792.50 exceeding original contract amount by \$13,292.50. Of the total amount expended \$10,167.50 is attributable to AHB. We estimate an additional \$7,500 for services through June 30, 2025 and \$32,000 for FY2026, thus a total request of \$53,000.

FINANCIAL IMPACTS

\$21,000 to be allocated in BHA budget; FY24-25 for services through June 2025.

\$32,000 to be allocated in BHA budget; FY25-26.

CONTACT PERSON

James Williams, Executive Director, 510-981-5485

Attachments:

1. Resolution – Public Housing Voucher Programs Technical Assistance Services.

## BHA RESOLUTION NO. 25-16

AUTHORIZE AND APPROVE A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE CONTRACT WITH SECTION EIGHT AND ASSOCIATES LLC, INCREASING THE AMOUNT Y \$53,000 FOR A NOT TO EXCEED AMOUNT OF \$60,500; RATIFY ALL PRIOR PAYMENTS IN EXCESS OF THE CONTRACT AMOUNT; EXTEND THE TERM THROUGH JUNE 30, 2026; AND AUTHORIZE AND DIRECT THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE THE AMENDMENT TO THE CONTRACT AND ANY OTHER RELATED DOCUMENTS.

WHEREAS, the Housing Authority of the City of Berkeley ("BHA") is a Housing Authority duly created, established and authorized to transact business and exercise its powers, all under and pursuant to the provision of the Housing Authorities Law which is Part 2 of Division 24 of the California Health and Safety Code commencing with Section 34200 et seq.;

WHEREAS, pursuant to the Housing Authorities Law, BHA is authorized to make and execute contracts and other instruments necessary or convenient to exercise its powers;

WHEREAS, BHA is in need of support to administer its Public Housing Voucher Programs Technical Assistance related Services;

WHEREAS, BHA and Consultant entered into that certain Contract for Public Housing Voucher Programs Technical Assistance Services dated May 8, 2024;

WHEREAS, BHA and SEA, LLC agree to expand the scope of services to include development related work for Affordable Housing Berkeley; and

WHEREAS, due to the anticipated continuous scope of work needed, for the Public Housing Voucher Programs Technical Assistance Services, BHA desires to amend the contract by increasing the contract amount by \$53,000 to cover FY2025 and FY2026 services; ratify prior payments in excess of the contract original amount; and extend the term of the Public Housing Voucher Programs Technical Assistance Services Contract with Section Eight and Associates LLC through June 30, 2026, to allow the Consultant to address all of BHA' s needs in connection with the administration of its Public Housing Voucher Programs Technical Assistance Services.

WHEREAS, all other respects, the contract dated May 8, 2024, shall remain in full force and effect, no other changes will be made under the Contract, and

NOW, THEREFORE BE IT RESOLVED, that all of the recitals set forth above are true and correct and incorporated herein by this reference;

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby authorize and approve the 1st amendment to the Contract for its Public Housing Voucher Programs Technical Assistance Services dated May 9, 2024 ("Contract") between the Berkeley Housing Authority ("BHA") and Section Eight and Associates LLC ("Contractor") to increase the maximum Contract amount by an additional \$53,000 for a not to exceed amount of \$60,500; ratify of prior payments made in excess of the contract amount; extend the term through June 30, 2026; and all other substantive terms and provisions of the Contract shall remain unchanged;

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby authorize and approve the expansion of the scope of services to include development work for Affordable Housing Berkeley.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on June 19, 2025, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: \_\_\_\_\_  
James Williams, Secretary