



Berkeley Housing Authority

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Office of the Executive Director

Item 7D

NEW BUSINESS

February 20, 2025

To: Honorable Chairperson Members of the Berkeley Housing Authority Board

From: James E. Williams, Executive Director

Subject: Adopt a Resolution for the Fourth Amendment of Housing Choice Voucher (HCV)/Project Based Voucher (PBV) Services Contract with Grants Consulting Firm.

RECOMMENDATION

Approve a resolution authorizing the Executive Director to increase the HCV/PBV Services Contract total with Grants Consulting Services by \$50,000, for a not to exceed amount of \$315,000, ratify the extension of the contract date to February 28, 2025, and ratify all prior payments made to Grant Consulting in excess of the contract amount.

BACKGROUND

In early April 2023, BHA issued a Request for Proposal for Housing Choice Vouchers/Project Based Vouchers Consultant Services to provide on-site management and operations oversight of the HCV and PBV programs. BHA conducted a public selection process and received three submittals, two of which proposed significantly higher rates.

In June 2023, the BHA Board adopted a resolution authorizing the Executive Director to execute a one-year contract through June 30, 2024, with Grants Consulting for a not to exceed amount of \$120,000.

On November 9, 2023, the BHA Board approved the first amendment of the HCV/PBV Contract increasing the amount by \$30,000 for a not to exceed amount of \$150,000. Grants Consulting has substantially completed the work in the original contract and first amendment, per Resolution 23-20.

On April 30, 2024, the BHA Board approved the second amendment of the HCV/PBV Contract increasing the amount by \$50,000 for a not to exceed amount of \$200,000. Grants Consulting has substantially completed the work in the original contract and first amendment and extended the contract to June 30, 2025, per Resolution 24-03.

On November 21, 2024, the BHA Board approved the third amendment of the HCV/PBV Contract increasing the amount by \$65,000 for a not to exceed amount of \$265,000 and moved the contract term up to December 31, 2024. Additional services were provided in January and February 2025.

The approved budget for FY2025 included a \$30,000 budget for HCV consultant. For the period July 1, 2024 through January 31, 2025 BHA has expended \$118,811.71 for services provided by Grant Consulting already exceeding the FY 2025 budget by approximately \$88,000.

	Amount	Contract Balance	Term
Original Contract		\$120,000	06/30/2024
1 st Amendment	\$30,000	\$150,000	
2 nd Amendment	\$50,000	\$200,000	06/30/2025
3 rd Amendment	\$65,000	\$265,000	12/31/2024
Expenses January 31, 2025	-\$295,445.51	-\$30,445.51 (excess over contract as of 01/31/25)	
4th Amendment	\$50,000	\$19,554.49 (projected February 2025 billings)	02/28/2025

In line with BHA's goal to increase and improve lease-up, BHA required external support to process the Waitlist applications and issue new HCV vouchers. Thus, Grant Consulting's contract for services was extended to process waitlist applications. With their expertise, BHA was able to purge the old 2010 waitlist and process applications from the new 2022 waitlist. For the period July 2024 to present, BHA was able to conduct 23 Section 8 briefings and issued 106 new vouchers to new Section 8 applicants, of these 53 have successfully leased up in Berkeley and other jurisdictions.

In December 2024 BHA sent out an RFP for HCV Program Consulting Services. The successful applicant shall provide services in the various facets of the HCV/PBV programs, including processing of the waitlist that Grant Consulting LLC is currently providing.

FISCAL IMPACTS OF RECOMMENDATION

\$30,000 is budgeted in FY2025. This amendment will cover retrospective invoices and increase FY2025 budget by approximately \$88,000. The increase in budget shall be covered by available administrative fees or HAP funding by way of fungibility.

CONTACT PERSON

James E. Williams, Executive Director, 510-981-5485

Attachments:

1. Resolution No. 25-01
2. Grant Consulting Action Plan

BERKELEY HOUSING AUTHORITY

RESOLUTION NO. 25-01

AUTHORIZE AND APPROVE THE 4TH AMENDMENT TO THE CONTRACT FOR HCV/PBV SERVICES BETWEEN THE HOUSING AUTHORITY OF THE CITY OF BERKELEY AND GRANT'S CONSULTING FIRM, INCREASING THE CONTRACT AMOUNT BY AN ADDITIONAL \$50,000 FROM \$295,000 TO \$315,000; EXTEND CONTRACT TERM TO FEBRUARY 28, 2025; RATIFY ALL PAYMENTS MADE TO THE CONTRACT; 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 Section 8 Housing Choice Voucher (HCV) and Project Based Voucher (PBV) programs and related services;

WHEREAS, BHA released Request for Proposals 2023-03 on April 17, 2023 for HCV/PBV services and Grant Consulting Firm ("Consultant") was the successful bidder;

WHEREAS, BHA and Consultant entered into that certain Contract for HCV/PBV Services dated June 12, 2023 ("Contract"), with a one-year term, in the maximum contract amount of \$120,000;

WHEREAS, on November 9, 2023 BHA Board approved and authorized the 1st amendment to the PBV/HCV Contract increasing the amount to \$150,000;

WHEREAS, on April 30, 2024 Board approved and authorized the 2nd amendment to the PBV/HCV Contract increasing the amount to \$200,000; and extending the term through June 30, 2025, and an increase of Grants' Consulting Staff hourly rate by \$10.00 per hour;

WHEREAS, on November 21, 2024 Board approved and authorized the 3rd amendment to the PBV/HCV Contract increasing the amount to \$265,000; and pre-terminating the contract by December 31, 2024.

WHEREAS, BHA continued to require Grant Consulting's expertise of the waitlist process to assist in BHA's goal of increasing HCV lease-up;

WHEREAS, BHA was able to purge the old 2010 waitlist; and process applications from the new 2022 waitlist, conducting 23 Section 8 briefings and issuing 106 new Section 8 vouchers to waitlist applicants resulting in 53 successful lease-up in Berkeley and other jurisdictions.

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 4th amendment to the Contract for HCV/PBV Services dated June 12, 2023 ("Contract") between the Housing Authority of the City of Berkeley("BHA") and Grant Consulting Firm ("Consultant") to increase the maximum Contract amount by an additional \$50,000 for a not to exceed amount of \$315,000; change the contract term to end on February 28, 2025; and all other substantive terms and provisions of the Contract shall remain unchanged;

BE IT FURTHER RESOLVED, that the Board of Commissioners ratify and approve acceptance of services provided in 2025 and all prior payments made in excess of the contract amount.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on February 20, 2025, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
James E. Williams, Secretary

