



Berkeley Housing Authority

1947 Center St., 5th Floor, Berkeley, CA 94704
Telephone: (510) 981 5470 Fax: (510) 981 5480

Office of the Executive Director

Item 6G
NEW BUSINESS
HCV-PBV
GRANTS
CONSULTING CONTRACT
AMENDMENT
September 12, 2024

To: Honorable Chairperson
Members of the Berkeley Housing Authority Board

From: James E. Williams, Executive Director

Subject: Adopt a Resolution for the Third 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 \$250,000.

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. We did a public selection process and received three submittals, two of which were 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.

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.

In line with BHA's goal to increase and improve lease-up, BHA requires external support to process the Waitlist applications and issue new HCV vouchers. Grants Consulting Firm staff's familiarity with the Section 8 program and Elite software will greatly aid in completing various tasks, i.e: eligibility, briefing, and voucher issuance that will contribute in putting more vouchers on the streets.

Attachment 2 lays out the firm's objective and action plan for the 2022 Wait List project.

FISCAL IMPACTS OF RECOMMENDATION

\$50,000 to be added in BHA Budget.

CONTACT PERSON

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

Attachments:

1. Resolution No. 24-08
2. Grants Consulting Action Plan

BERKELEY HOUSING AUTHORITY

RESOLUTION NO. 24-08

AUTHORIZE AND APPROVE THE 3RD 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 \$200,000 TO \$250,000; 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, due to an increase in the initial scope of work needed, for the processing of the 2022 Wait List Applications, BHA requested to increase the maximum contract amount by an additional \$50,000 from (\$200,000 to a not to exceed amount of \$250,000); to allow the Consultant to fully address all of BHA's needs in connection with the administration of its Section 8 Housing Choice Voucher (HCV) and Project Based Voucher (PBV) programs.

WHEREAS, except for the increase in the maximum Contract amount by an additional \$50,000 from (\$200,000 to \$250,000) no other changes will be made under the Contract.

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 3rd 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 \$250,000; and all other substantive terms and provisions of the Contract shall remain unchanged;

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on September 12, 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
James E. Williams, Secretary

**GRANT'S CONSULTING FIRM
ACTION PLAN – 2022 WAITLIST**

This Action Plan is to provide information regarding the steps that Grant's Consulting Firm will take to process the Berkeley Housing Authority's (BHA's) 2022 Waitlist for Section 8 Housing Choice Voucher issuance. We are requesting an Amendment to funding for the Contract through the completion of new and ongoing Waitlist tasks.

Action Plan:

The Berkeley Housing Authority (BHA) will process the 2022 Waitlist Draw by preferences (in accordance with the BHA Administrative Plan) to provide a list of Waitlist Applicants to process for Eligibility.

Projected Completion Date: June 30, 2025 ---

--- Depends on the number of mail-outs and returns (Return time-period for each letter = 1st 30, 2nd 20, 3rd 15 days)

Objective: 2022 Waitlist

Process a minimum of 40 Waitlist Applicants from the BHA Waitlist Draw to assist the Berkeley Housing Authority in reaching its 98% to 100% contract lease-up rate.

Action/Step Plan:

- . Generate and mail new Waitlist admissions letters and intake documents (Personal Declarations and Income Guidelines/Limits) to applicants for eligibility determinations;
- . Review all applicant forms returned to BHA for accuracy and completeness and determine the number of applicants who meet the Eligibility criteria;
- . Mail required new admissions Certification documents (Privacy Act Notice, Request for Authorization to Release Information, Declaration of Citizenship – 214, Reasonable Accommodation, Authorization for One Strike, Applicant Background Notice, Debts Owed to other HA's, Section 8 Housing Choice Voucher Program Rules and Regulations, etc.) to eligible applicants for completion;
- . Review applicant's forms/documents returned to BHA for accuracy and completeness - send 2nd or 3rd request for documents, as needed;
- . Review all documents for completeness and document in BHA Elite Waitlist System; submit completed Applicant file for Background Check;
- . Schedule Briefings for qualified Applicants for issuance of Section 8 Housing Choice Vouchers (HCV) in accordance to the BHA Administrative Plan, generate and mail request letters for missing and/or incomplete documents to Applicants, prepare and mail Final Notices to withdraw applicants' Waitlist applications for non-response/other.