



Berkeley Housing Authority

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Office of the Executive Director

Item 4C
NEW BUSINESS
March 25, 2024

To: Honorable Chairperson and
Members of the Berkeley Housing Authority Board

From: James E. Williams, Executive Director

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

RECOMMENDATION

Approve a resolution authorizing the Executive Director to extend the term of the HCV/ PBV Services Contract with Grant Consulting through June 30, 2024; increase the contract amount by \$50,000 for a not to exceed amount of \$200,000; and increase hourly rates of Grant Consulting Firms' staff by \$10 per hour.

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. The successful firm will collaborate with the Executive Director on a comprehensive evaluation of the HCV and PBV functions, operations and work flows. The firm will also provide on-site staff who will perform the following functions (1) audit HCV and PBV files and rectify deficient files; (2) maintain HCV wait list; (3) conduct resident, agent and landlord briefings, interviews, and orientation meetings; (4) process new admissions; (5) perform recertifications and interims; (6) schedule and complete the housing inspections process and maintain quality records of inspection results; and (7) provide excellent customer service to residents and landlords.

In June 2023, the BHA Board adopted a resolution authorizing the Executive Director to execute a one year contract through June 30, 2024 with Grant 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.

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. Grant 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, which includes the processing of a minimum of 100 waitlist applicants per month.

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 – HCV/PBV
2. Grant Consulting Firm Action Plan – 2022 Waitlist

BERKELEY HOUSING AUTHORITY

RESOLUTION NO. 24-___

AUTHORIZE AND APPROVE THE 2ND AMENDMENT TO THE CONTRACT FOR HCV/PBV SERVICES BETWEEN THE HOUSING AUTHORITY OF THE CITY OF BERKELEY AND GRANT CONSULTING FIRM, INCREASING THE CONTRACT AMOUNT BY ADDITIONAL \$50,000 FROM \$150,000 TO \$200,000; AND INCREASE GRANTS' CONSULTING STAFF RATES BY \$10.00 PER HOUR; AND EXTEND THE TERM THROUGH DECEMBER 31, 2024; 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, due to an unanticipated increase in the initial scope of work needed, for the processing of the 2022 Wait List Applications, BHA desires to increase the maximum contract amount by an additional \$50,000 from (\$150,000 to a not to exceed amount of \$200,000); and extend the term through December 31, 2024 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; and allow Grant Consulting Firm to increase rates of staff by \$10.00 per hour.

WHEREAS, except for the increase in the maximum Contract amount by an additional \$50,000 from (\$150, 000 to \$200,000) and extending the term through December 31, 2024, and an increase of Grant Consulting Staff hourly rate by \$10.00 per hour, 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 a 2nd 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 \$200,000, extend the term through December 31st, 2024, 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 March 25, 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
James E. Williams, Secretary

**GRANT'S CONSULTING FIRM
ACTION PLAN – 2022 WAIT LIST**

This Action Plan is to provide information regarding the steps that Grant's Consulting Firm will take to process the 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 to provide a list of Waitlist Applicants to process for eligibility.

Projected Completion Date: June 30, 2024

Objective: 2022 Waitlist

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

Action Plan:

- . Generate and mail out new admissions notification letters and intake documents to applicants for eligibility determination;
- . Review all applicant forms returned to BHA for accuracy and completeness;
- . 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 Voucher 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.

Amendment:

Contract Cost:

Independent Contractor: \$160.00 per hour

Project Manager: \$160.00 per hour

Housing Analyst: \$90.00 per hour

Clerical Assistant: \$60.00 per hour

Hours will be determined

03/04/24

