



Berkeley Housing Authority

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Office of the Executive Director

Item 7F
NEW BUSINESS
June 8, 2023

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

From: James E. Williams, Executive Director

Subject: Contract – Housing Choice Voucher (HCV)/Project Based Voucher (PBV) Contract

RECOMMENDATION

Adopt a Resolution authorizing the Executive Director to execute a one year contract with Grant Consulting, for a not to exceed amount of \$120,000.

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. 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.

Three applications were received that went through an evaluation process by a three-member review committee comprising of a Board Member and two staff.

Grant Consulting's staff and members are experts in the Section 8 program and have used Elite Software in the past. The learning curve in assuming the abovementioned functions will be shorter and advantageous for BHA.

FISCAL IMPACTS OF RECOMMENDATION

BHA included \$120,000 budget for an HCV/PBV Consultant in FY2024.

CONTACT PERSON

James E. Williams, Executive Director, 981-5485

Attachments:

1. Resolution
2. Request for Proposal

RESOLUTION NO. 23-__

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A ONE YEAR CONTRACT WITH GRANT CONSULTING FOR A NOT TO EXCEED AMOUNT OF \$120,000.

WHEREAS, the Housing Authority is underleased in the HCV Program; and

WHEREAS, the Housing Authority has a brand new HCV waitlist opened in July 2022; and

WHEREAS, the Housing Authority has substantial HAP reserve that could support additional households with rental subsidy, and

WHEREAS, the Housing Authority's voucher utilization directly impacts earned administrative fee revenue used for operations;

WHEREAS, the Housing Authority requires support in the HCV and PBV programs; and

WHEREAS, the Housing Authority sought interest from qualified firms through the issuance of a formal Request for Proposals; and

WHEREAS, the three applications received and reviewed by a three-member evaluation committee; and

WHEREAS, Grant Consulting has staff with expert knowledge and experience required by the Housing Authority.

NOW THEREFORE, BE IT RESOLVED, that the Executive Director is authorized to enter into a one-year contract with the GRANT CONSULTING for a not to exceed amount of \$120,000.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on June 8, 2023 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
James E. Williams, Secretary



Berkeley Housing Authority

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REQUEST FOR PROPOSAL RFP 2023-03

Housing Choice Vouchers / Project Based Vouchers Consultant Services

The Berkeley Housing Authority (BHA) is issuing a Request for Proposals from established Housing Choice Voucher (HCV) / Project Based Vouchers (PBV) consulting firms that can commit to providing a very significant number of on-site hours monthly to the agency. While the exact number of hours and the length of the contract has not been determined at this time, the selected consulting firm will collaborate with the Executive Director on a more precise time commitment once a Housing Choice Voucher assessment of needs has been completed.

An expanded description of HCV / PBV 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, assessing program functions and operations, ensuring SEMAP high-performance, auditing and maintaining quality files, conducting briefings and interim / recertifications, and conducting housing inspections.

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 April 17, 2023 at 5:00PM Central Time. Inquiries on the proposal should also be emailed to the same address.

BERKELEY HOUSING AUTHORITY POSITION DESCRIPTION

Position Title: Housing Choice Vouchers / Project Based Vouchers Consultant

Reports to: Executive Director

Summary:

The Human Resources Consultant will provide on-site management and operations oversight of the Housing Choice Vouchers (HCV) and Project Based Vouchers (PBV) for the Berkeley Housing Authority in Berkeley, California.

Essential Duties and Responsibilities:

The consulting contract will include, but not be limited to, the key tasks outlined below. The initial meeting with the Executive Director will provide for more specificity on the initial work functions.

Collaborate with the Executive Director on a comprehensive evaluation of the HCV and PBV functions, operations, and workflows.

Provide for a quality control assurance plan that will be utilized to internally measure SEMAP performance and ensure that the agency achieve HUD high-performer status.

Audit the HCV and PBV files and correct any files that are determined to be deficient or otherwise lacking necessary information and documentation.

Maintain the Housing Choice Vouchers wait list and ensure that a minimum of 98% of vouchers are being utilized.

Conduct resident, agent, and landlord briefings, interviews, and orientation meetings with residents, agents, and landlords to review all aspects of contract obligations.

Perform key functions associated with the initial rent calculation and qualification of families in accordance with all applicable regulations and policies.

Complete all interim and recertification documents including all supportive information such as, but not limited to, applications, verifications, forms, and background checks.

Schedule and complete the housing inspection process and maintain quality records of the inspection results.

Provide excellent customer service to residents and landlords to include returning phone calls in no more than 48 hours.

Establish a reporting schedule for meeting with the Executive Director to provide regular briefings on the HCV and PBV programs.