



# COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

## SUMMARY REPORT

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**Agenda Date:** 11/16/2021

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**To:** Sonoma County Board of Supervisors and Sonoma County Community Development Board of Commissioners

**Department or Agency Name(s):** Community Development Commission

**Staff Name and Phone Number:** Martha Cheever, 707-565-7521

**Vote Requirement:** 4/5th

**Supervisorial District(s):** Countywide

**Title:**

Housing Authority Operational Support

**Recommended Action:**

- A) Authorize the Interim Executive Director of the Sonoma County Community Development Commission, or their designee, to execute a third amendment to a Professional Services Agreement with Nan McKay and Associates, Inc. (NMA) for Housing Authority operational support, to extend the term through December 31, 2022, and increase the not to exceed amount from \$50,000 to \$250,000.
- B) Adopt a resolution adjusting the Sonoma County Community Development Commission fiscal year 2021-2022 final budget by increasing expenditures by \$150,000 to support the execution of an amendment to the Professional Services Agreement with Nan McKay and Associates, Inc. (4/5th Vote Required)

**Executive Summary:**

Due to the COVID-19 pandemic, the Sonoma County Housing Authority (Housing Authority) experienced a significant increase in workload. To ensure that Housing Authority operations remained compliant with HUD regulations, and following meet and confer with SEIU 1021, the Housing Authority engaged Nan McKay and Associates, Inc. (NMA) to provide operational support. The Interim Executive Director entered into an agreement with NMA on August 31, 2020. This agreement has since been amended to expand the scope of services and extend the term through December 31, 2021. The services provided through this agreement have been instrumental in assisting the Housing Authority to complete work required by regulation including ensuring that all annual paperwork is signed and completed and verification of income all client income is done.

Approval of this item will authorize the Interim Executive Director of the Sonoma County Community Development Commission, or designee, to execute a third amendment to the agreement to extend the term through December 31, 2022, and increase the not to exceed amount from \$50,000 to \$250,000.

**Discussion:**

In order to increase Housing Authority capacity and meet regulatory requirements, and following meet and confer with SEIU 1021, a Request for Proposals (RFP) was released on July 8, 2020 seeking operational support. The RFP was publicized broadly through the National Association of Housing and Redevelopment Organization (NAHRO), by direct email outreach to all known providers of these services, and on the website

of the Community Development Commission (CDC).

In response to the RFP, one proposal was received from Nan McKay and Associates, Inc. (NMA). Upon review, it was determined that NMA met all requirements of the RFP, had verified experience in providing the type of service sought, and was able to provide the services requested. On August 31, 2020, the Interim Director of the Sonoma County Community Development Commission entered into a professional services agreement with NMA for a six month term ending February 28, 2021 and a not to exceed amount of \$50,000 (NMA Agreement). Prior to the expiration of the NMA Agreement, the Interim Executive Director authorized Amendment No. 1 to extend the term through December 31, 2021.

In August 2021, the Housing Authority's need for operational support increased due to staffing limitations. Because of this, and following meet and confer with SEIU 1021, the Interim Executive Director entered into Amendment No. 2 to the NMA Agreement. This second amendment expanded the scope of services through December 31, 2021.

The services provided through the NMA Agreement have been instrumental in assisting the Housing Authority by ensuring that clients are accurately completing all necessary paperwork, verifying client income as required on an annual basis, and conducting initial eligibility appointments for waitlist applicants. Additionally, NMA has been assisting the Housing Authority by communicating with clients through email and via telephone, and processing household change requests on behalf of the Housing Authority.

The Housing Authority is now seeking to increase the not-to-exceed amount of the NMA Agreement from \$50,000 to \$250,000 and extend the term through December 31, 2022. These items were all addressed during the August 2021 meet and confer with SEIU 1021. This additional funding and extended term will allow the Housing Authority to utilize NMA to address a back-log of required paperwork and income verifications which must be completed prior to the December 31, 2021 expiration of a HUD waiver which has allowed for delayed paperwork. Failure to have all required paperwork and income verifications completed by this date could result in the Housing Authority being ineligible for new voucher opportunities which may be available in the future. The extended term will provide adequate time to recruit and hire new CDC staff.

**Prior Board Actions:**

None

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 21-22 Adopted</b>	<b>FY 22-23 Projected</b>	<b>FY 23-24 Projected</b>
Budgeted Expenses	50,000	50,000	
Additional Appropriation Requested	150,000		
<b>Total Expenditures</b>	<b>200,000</b>	<b>50,000</b>	<b>0</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal	50,000	50,000	
Fees/Other			
Use of Fund Balance	150,000		
Contingencies			

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<b>Total Sources</b>	<b>\$200,000</b>	<b>\$50,000</b>	<b>0</b>
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**Narrative Explanation of Fiscal Impacts:**

Expenditure appropriation adjustment is being requested for FY 2021/22 budget in the amount of \$150,000. Funding for this request is derived from the Housing Authority's Administrative Fund Balance. The Housing Authority currently possess \$3.3M in Administrative Fund Balance. \$50,000 for FY 2021/22 is already included in the Department's Budget. The \$50,000 in funding is derived from the Housing Authority's FY 2021/22 Federal Public Assistance Administration allocation. Expenditures and Revenues for FY 2022/23 will be included in the regular budgetary process. Funding for FY 2022/23 will be derived from the FY 2022/23 Funding Allocation from the Department of Housing and Urban Development (HUD).

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

Attachment 1 - Draft 3rd Amendment

Attachment 2 - Original Agreement, Amendment 1 and Amendment 2

Attachment 3 - Budget Resolution

**Related Items "On File" with the Clerk of the Board:**

None