

CITY OF SANTA ROSA  
HOUSING AUTHORITY

TO: HOUSING AUTHORITY COMMISSIONERS  
FROM: JENNIFER MENDOZA, HOUSING & COMMUNITY SERVICES  
TECHNICIAN  
HOUSING & COMMUNITY SERVICES  
SUBJECT: SECOND AMENDMENT TO PROFESSIONAL SERVICES  
AGREEMENT WITH DISABILITY SERVICES & LEGAL CENTER  
TO INCREASE THE FUNDING FOR THE HOUSING  
ACCESSIBILITY MODIFICATION GRANT PROGRAM BY \$20,000

AGENDA ACTION: RESOLUTION

---

RECOMMENDATION

It is recommended by the Department of Housing & Community Services that the Housing Authority approve, by resolution, a Second Amendment to Professional Services Agreement (Agreement) with Disability Services & Legal Center (DSLCL) for the administration of the Housing Accessibility Modification Grant Program in the additional amount of twenty thousand dollars (\$20,000) and authorize the Chief Financial Officer to pay all proper costs and claims from Key No. 340101.

---

EXECUTIVE SUMMARY

The Housing Accessibility Modification (HAM) Grant Program (Program) was established in 1995 to assist disabled persons residing in Santa Rosa with eliminating architectural barriers in their rental units. The Program serves households at or below 80% of Area Median Income (AMI). Approval of this item by the Housing Authority will provide eligible households with modification grants.

BACKGROUND

Disability Services & Legal Center (DSLCL), the long-term service provider for the HAM Program, proposes to administer the Program by providing outreach services, identifying and income-qualifying grantees for the Program, reviewing applications, estimating and bidding the work, and overseeing construction. The average modification cost is \$3,000 - \$5,000 and work is completed only with landlord approval.

Housing & Community Services has budgeted an additional \$20,000 in funds for the Program.

SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH  
DISABILITY SERVICES & LEGAL CENTER TO INCREASE THE FUNDING FOR THE  
HOUSING ACCESSIBILITY MODIFICATION GRANT PROGRAM BY \$20,000  
PAGE 2 OF 3

PRIOR HOUSING AUTHORITY REVIEW

On June 2017, the Housing Authority approved a Professional Services Agreement with a \$15,000 funding amount.

ANALYSIS

DSLCL was allocated \$15,000 to provide HAM Program services in Fiscal Year 2017/2018 and has spent \$28,144.25.

As directed by the Housing Authority, DSLCL increased and refocused its outreach for the Program and provided grants to four low-income disabled families. Completed work includes installation of grab bars, roll-in shower modifications and addition of a shower chair, and modifications to front steps and a front railing.

Approval of the Second Amendment of Agreement will allow DSLCL to continue to administer the Program on behalf of the Housing Authority to eligible households.

FISCAL IMPACT

Approval of this action will encumber an additional \$20,000 in Housing Authority funds in Charge Key No. 340101. Funding is included in the FY 2021/2022 budget.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines Section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH  
DISABILITY SERVICES & LEGAL CENTER TO INCREASE THE FUNDING FOR THE  
HOUSING ACCESSIBILITY MODIFICATION GRANT PROGRAM BY \$20,000  
PAGE 3 OF 3

ATTACHMENTS

- Attachment 1 – Second Amendment to Professional Services Agreement with Disability Services & Legal Center
- Resolution

CONTACT

Jennifer Mendoza  
Housing & Community Services Technician  
707-543-4712  
[jmendoza@srcity.org](mailto:jmendoza@srcity.org)