

CITY OF SANTA ROSA
HOUSING AUTHORITY

TO: HOUSING AUTHORITY COMMISSIONERS
FROM: MARJORIE JACKSON, PROGRAM SPECIALIST II
HOUSING & COMMUNITY SERVICES
NANCY MANCHESTER, PROGRAM SPECIALIST II
HOUSING & COMMUNITY SERVICES
SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH DISABILITY
SERVICES & LEGAL CENTER FOR THE FISCAL YEAR
2017/2018 HOUSING ACCESSIBILITY MODIFICATION GRANT
PROGRAM

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Department of Housing & Community Services that the Housing Authority approve, by resolution, a Professional Services Agreement (Agreement) with Disability Services & Legal Center (DSLCL) for the administration of the Housing Accessibility Modification Grant Program in the amount of fifteen thousand dollars (\$15,000) for Fiscal Year 2017/2018 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 in Fiscal Year 2017/2018.

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 \$15,000 in funds for Fiscal Year 2017/2018 for the Program.

PRIOR HOUSING AUTHORITY REVIEW

Although the Housing Authority has reviewed this item prior to the beginning of each fiscal year, there has been no prior Housing Authority review of the proposed contract award for Fiscal Year 2017/2018.

ANALYSIS

1. DSLC was allocated \$15,000 to provide HAM Program services in Fiscal Year 2016/2017 and was also allowed by the Housing Authority, on a one-time basis, to utilize unspent funds from Fiscal Year 2015/2016, for total available funds of \$37,519.
2. Year-to-date, DSLC has spent \$6,013 on one completed project and committed another \$7,550 to two more projects, for a total of \$13,563. One additional project is currently out to bid; should the project cost fall within the historic average grant amount (\$4,000), the estimated total amount spent for Fiscal Year 2016/2017 will be \$17,563.
3. As directed by the Housing Authority, DSLC increased and refocused its outreach for the Program and provided grants to four low-income disabled families in Fiscal Year 2016/2017. Completed work included installation of grab bars, roll-in shower modifications and addition of a shower chair, and modifications to front steps and a front railing.
4. The remaining balance of the Fiscal Year 2016/2017 Agreement and the prior year carryover funds will be repurposed for other Housing Authority programs.
5. Approval of the Agreement for Fiscal Year 2017/2018 will allow DSLC to administer the Program on behalf of the Housing Authority from July 1, 2017 through June 30, 2018, to eligible households.

FISCAL IMPACT

Approval of this action will encumber \$15,000 in Housing Authority funds in Charge Key No. 340101.

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 Guideline section 15378.

COUNCIL/BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – Draft Professional Services Agreement with Disability Services & Legal Center
- Resolution

CONTACT

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