

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: January 27, 2017

CAO File No. 0220-00540-1223
Council File No. 17-0050
Council District: All

To: The Mayor
The Council

From: Patricia J. Huber, Acting City Administrative Officer



Reference: Housing and Community Investment Transmittal Dated December 29, 2016; Received by the City Administrative Officer on January 11, 2017; Additional Information Received through January 26, 2017.

Subject: **REQUEST TO RELEASE A REQUEST FOR PROPOSALS FOR HOPWA TECHNICAL ASSISTANCE; EXTEND CONTRACT WITH SHELTER PARTNERSHIP, INC**

RECOMMENDATION

That the Council, subject to the approval of the Mayor, authorize the General Manager of the Housing and Community Investment Department (HCID), or designee, to:

1. Extend Contract No. 122183 with Shelter Partnership, Inc. for the continued provision of technical assistance for an additional six months, for a revised contract expiration from March 31, 2017 date to October 1, 2017, subject to approval of the City Attorney as to form and compliance with the City's contracting requirements;
2. Release a Request for Proposals (RFP) for Housing Opportunities for Persons Living with HIV/AIDS Technical Assistance that will result in a contract to begin on or about October 1, 2017, subject to Charter Section 1022 determination; and,
3. Report back to the Mayor and Council with contractor and funding recommendations.

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to issue a Request for Proposals (RFP) as part of a selection process to procure Housing Opportunities for Persons Living with HIV/AIDS (HOPWA) Technical Assistance. Among the responsibilities of the technical assistance contractor are attendance at Countywide HOPWA Advisory Committee meetings, review of existing and newly-enacted federal and State regulations and the provision of advice to the City based on this review, development of the scope of services for HOPWA Program contracts, provision of assessments and analysis of HOPWA programs, assistance with

the development of program outcomes and performance measures, and the development and administration of training for HOPWA service providers. During the time that HCID finalizes the preparation of the RFP, and to avoid a gap in the provision of technical assistance, HCID requests authority to extend the contract of the current technical assistance provider, Shelter Partnership, Inc. No additional funds are requested for the contract, and HCID indicates that it was advised by the City Attorney to limit such a contract extension to six months. HCID reports that the contract with Shelter Partnership, Inc. has been in place since 2013 and was most recently extended in 2016 for a total contract amount of \$445,000. The current term of the contract is from April 1, 2013 to March 31, 2017.

The HOPWA Program provides housing and supportive services Countywide to low-income individuals living with HIV/AIDS (PLWHA) and their families. HOPWA is a federal entitlement program funded annually since 1990 by the U.S. Department of Housing and Urban Development (HUD) through the Consolidated Plan, and is administered by HCID on behalf of the Eligible Statistical Metropolitan Area (EMSA) for the City. The City, which is the only HOPWA grantee in the County, has administered the program for over 20 years, and HOPWA-funded housing and direct services are provided Countywide by non-profit agencies and public housing authorities that have experience working with PLWHA.

When approved, HCID will issue an RFP largely in conformance with the draft RFP attached to HCID's December 29, 2016 report to procure ongoing technical assistance. A Charter Section 1022 determination is pending before the Personnel Department, and HCID should ensure that this determination is completed prior to issuing the RFP. It should be noted that HCID will perform a review and assessment of its departmental RFP procurement process and will report in the spring of 2017 with recommendations to improve the competitiveness of the City's RFP process and the responsiveness from local entities to the Department's RFPs (C.F. 16-0729). Any approved recommendations emerging from that process may be applied to the next HOPWA technical assistance provider selection process. HCID should report back to the Mayor and Council with the results of the RFP process and contractor and funding recommendations.

FISCAL IMPACT STATEMENT

There is no General Fund impact. No funds are required for the proposed contract extension with Shelter Partnership, Inc. Funding for new technical assistance contracts is anticipated from the Housing Opportunities for Persons with HIV/AIDS (HOPWA) entitlement grant for the Program Year 43 from April 1, 2017 to March 31, 2018. Fulfillment of contract extensions beyond Program Year 43 is subject to continued receipt of these historically ongoing federal funds.

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