



City of San Antonio

Agenda Memorandum

File Number:20-1508

Agenda Item Number: 21.

Agenda Date: 2/20/2020

In Control: City Council A Session

DEPARTMENT: Neighborhood and Housing Services

DEPARTMENT HEAD: Verónica R. Soto, AICP, Director

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Amendment to the Professional Services Agreement for the Development of Fiscal Year 2021-2025 HUD Consolidated Plan, FY 2021 Action Plan and Analysis of Impediments / Assessment of Fair Housing

SUMMARY:

Consideration of an Ordinance approving an amendment to the professional services agreement with National Development Council (NDC) for the development of the FY 2021-2025 HUD Consolidated Plan, FY 2021 Action Plan and Analysis of Impediments/ Assessment of Fair Housing in an amount of \$99,250 utilizing FY 2020 Community Development Block Grant Administrative funds.

BACKGROUND INFORMATION:

As a recipient of federal funding from the U.S. Department of Housing and Urban Development (HUD), the City of San Antonio (the City) is required to undergo a collaborative and strategic planning process to identify the City's housing and community development needs and propose strategies for addressing those needs for the next five years. In addition, the City is required to conduct an Analysis of Impediments to Fair Housing Choice (AI)/Assessment of Fair Housing (AFH) for this same period. Neighborhood and Housing Services Department (NHSD) is the lead department with this area of responsibility.

On August 8, 2019 in Ordinance 2019-08-08-0598, City Council approved the FY 2020 Action Plan and Budget for the four federal grant programs funded by the HUD which include the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) Program. In the FY 2020 Action Plan, NHSD set aside \$150,000 in the Community Development Block Grant (CDBG) Administrative Budget to develop the Fiscal Year 2021-2025 (Program Year 2020-2024) HUD Consolidated Plan (Con Plan), FY 2021 Action Plan

(Action Plan) and AI/AFH for submittal to HUD on August 16, 2020. This budget includes funding for consultant services, a public outreach campaign, and data gathering.

The scope of work for consultant services for the development of the Con Plan, Action Plan and AI/AFH, in accordance with all HUD requirements, includes but is not limited to: reviewing existing plans and studies; data gathering and analysis; conducting a housing market analysis; developing a strategic outreach and public engagement plan for citizen participation; developing a Needs Assessment Survey; conducting required consultations with community stakeholders; facilitating public meetings; and preparing all Con Plan and Action Plan documents in HUD’s eCon Planning Suite in the Integrated Disbursement and Information System. This work can only be completed by a select number of affordable housing and development consulting firms with experience in successfully completing the comprehensive planning process and developing plans that meet all HUD requirements and receive HUD approval.

Due to this specialized scope of work and the limited timeframe for completing the Con Plan process, the City Manager’s Office approved NHSD’s request for an exception to the formal solicitation process for professional services for the development of the Con Plan, Action Plan and AI/AFH, as authorized in Administrative Directive 1.6 Purchasing Procedures.

To comply with 2 CFR 200 - Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, the City utilized the Small Purchase Method [2 CFR 200.320(b)] allowed by HUD since the estimated costs for consultation is less than the Simplified Acquisition Threshold of \$250,000. As required by this provision, NHSD obtained three proposals/quotes from the following qualified firms to develop the Con Plan, Action Plan and AI/AFH:

No.	Firm	Quote
1	National Association of Latino Community Asset Builders (NALCAB)	\$300,000
2	National Development Council (NDC)	\$89,250
3	TDA Consulting (TDA)	\$75,580

NHSD staff assessed each proposal based on the firm’s experience and qualifications; statement of work; timeline/deliverables; and cost.

NHSD selected NDC based on their extensive experience with providing technical assistance and consulting services to HUD entitlements across the country for a variety of purposes including but not limited to development of the Con Plan, Action Plan and AI/AFH. In addition, NHSD has an existing professional underwriting services agreement with NDC and can attest to their level of service and expertise. On November 4, 2019, NHSD executed a professional services agreement with NDC in an amount not to exceed \$25,000 to begin preliminary work (Phase I) on the Con Plan, Action Plan and AI/AFH including data analysis and public engagement planning.

ISSUE:

This ordinance authorizes the execution of an amendment to the professional services agreement with National Development Council to complete the development of the FY 2021-2025 HUD Consolidated Plan, FY 2021 Action Plan and Analysis of Impediments/ Assessment of Fair Housing. The total amount of the contract for the services rendered under the Phase I agreement and this amendment is \$99,250, which includes \$10,000 for the development and distribution of online survey tools, and will utilize FY 2020 Community Development Block Grant Administrative funds previously set aside for these services. This amendment to the agreement is for a term of one year with an option to renew for up to six months under the same terms and conditions.

ALTERNATIVES:

An alternative to approving this amendment to the professional services agreement with National Development Council would be to reject the amendment to the agreement; however, any alternative would delay the timely completion of the FY 2021-2025 HUD Consolidated Plan, FY 2021 Action Plan and Analysis of Impediments/ Assessment of Fair Housing which is required to be submitted to HUD on August 16, 2020.

FISCAL IMPACT:

This ordinance authorizes an amendment to the professional services agreement with National Development Council in an amount of \$99,250 utilizing FY 2020 Community Development Block Grant Administrative funds previously set aside for these services.

RECOMMENDATION:

Staff recommends approval of this ordinance authorizing an amendment to the professional services agreement with National Development Council for the development of the FY 2021-2025 HUD Consolidated Plan, FY 2021 Action Plan and Analysis of Impediments/ Assessment of Fair Housing in an amount of \$99,250 utilizing FY 2020 Community Development Block Grant Administrative funds previously set aside for these services.