


CITY COUNCIL ACTION REQUEST

Department(s): Housing Department	CEQA: Not a Project, File No. PP17-003, Agreements/Contracts	Coordination: City Attorney's Office and City Manager's Budget Office	Dept. Approval: /s/ Rosalynn Hughey
Council District(s): Citywide	Amendment 3, resulting in no physical changes to the environment.		CMO Approval:  4/23/24

SUBJECT: THIRD AMENDMENT TO THE AGREEMENT WITH DST CONSULTING SERVICES FOR GRANT AND CONTRACT MANAGEMENT

RECOMMENDATION:

Adopt a resolution authorizing the Director of Housing, Acting Director of Housing, or their designee to negotiate and execute an amendment to an agreement with DST Consulting Services to extend the agreement's end term from June 30, 2024 to June 30, 2025, and increase maximum total compensation by \$240,000, from \$325,000 to \$565,000.

BASIS FOR RECOMMENDATION:

The City of San José (City) is obligated under federal, state, and local requirements to perform a variety of highly complex grant and contract management tasks to ensure the proper stewardship of federal funds and achievement of performance goals, including submitting requests for financial reimbursements, preparing reports, and maintaining compliance with the terms of grant agreements. In addition to one-time state and local grants, the City receives entitlement grants from the United States Department of Housing and Urban Development to fund a variety of activities through the Community Development Block Grant, HOME Investment Partnerships, Housing Opportunities for People with AIDS, and Emergency Solutions Grants programs.

To complete these tasks, the City requires assistance from DST Consulting Services for specialized grant management work. DST Consulting Services has been working with the Housing Department since October 2022, and this amendment will be a continuation of its current work until June 30, 2025, with the maximum compensation increased to accommodate the workload mandated by the United States Department of Housing and Urban Development. DST Consulting Services has the capacity and intricate knowledge to effectively and efficiently fulfill various grant management-related projects that the City is required to complete.

Commission Recommendation and Input: No commission recommendation or input is associated with this action.

COST AND FUNDING SOURCE:

The table below identifies funds and appropriations proposed to fund the actions recommended as part of this memorandum.

Fund #	Appn. #	Appn. Name	Total Appn.	Amt. for Agreement	2023-2024 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No.)
441	2246	Housing Program Development and Monitoring	\$1,468,478	\$240,000	985	06/20/2023, Ord. No. 30933

FOR QUESTIONS CONTACT: Mark Gerhardt, Administrative Officer, Housing Department, at (408) 535-8242.