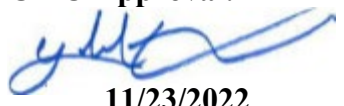


CITY COUNCIL ACTION REQUEST

Department(s): Housing	CEQA: Not a Project, File No. PP17-003, Agreements/ Contracts (New or Amended) resulting in no physical changes to the environment.	Coordination: City Attorney's Office and City Manager's Budget Office.	Dept. Approval: /s/ Jacky Morales-Ferrand
Council District(s): Citywide			CMO Approval:  11/23/2022

SUBJECT: AMENDMENT TO THE AGREEMENT WITH HC GROUP, INCORPORATED FOR FEDERAL, STATE AND LOCAL GRANT AND CONTRACT MANAGEMENT

RECOMMENDATION:

Approve a retroactive amendment to the Agreement with HC Group, Incorporated to September 30, 2022 and to increase the maximum total compensation by \$42,260 from \$449,613 to \$491,873.

BASIS FOR RECOMMENDATION:

The City of San José is obligated under federal, state, and local requirements to perform a variety of highly complex grant and contract management tasks. These tasks include, but are not limited to, the management of all Integrated Disbursement and Information System functions for federal grants, providing assistance in the preparation of the Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Reports as well as developing and managing a variety of grants awarded to community-based organizations. Consultant will train and advise City staff on various state and federal grant requirements. To complete these tasks, the City requires the assistance from HC Group in performing this complex work. HC Group has been working with the Housing Department in the years prior and this agreement will be an extension of their current work. HC Group has the capacity and specialized knowledge to effectively and efficiently fulfill the various housing related projects that the City is required to complete.

Climate Smart San José:

The recommendation in this memorandum has no effect on Climate Smart San José energy, water or mobility goals.

Commission Recommendation/Input:

No Commission recommendation or input is associated with this action.

COST AND FUNDING SOURCE:

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

Fund #	Appn. #	Appn. Name	Total Appn.	Amt. for Agreement	2022-2023 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No.)
441	2246	Housing Program Development and Monitoring	\$1,780,701	\$42,260	967	10/18/2022, Ord. No. 30833

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