


<b>CITY COUNCIL ACTION REQUEST</b>			
<b>DEPARTMENT(S)</b> Housing	<b>CEQA</b> Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.	<b>COORDINATION</b> City Attorney's Office and City Manager's Budget Office	<b>Director Approval</b> /s/ Erik L. Soliván
<b>COUNCIL DISTRICT(S)</b> Citywide			<b>CMO Approval</b>  <div style="text-align: right;">5/8/25</div>
<b>SUBJECT: Third Amendment to the Consultant Agreement with The Pun Group, LLP, for Grant Fund Monitoring Services</b>			
<b>RECOMMENDATION</b>			
<p>Adopt a resolution authorizing the Housing Director, or his designee, to negotiate and execute a third amendment to an agreement with The Pun Group, LLP, for grant fund monitoring services to increase the maximum total compensation by \$30,000 from \$701,500 to \$731,500 under the existing agreement term through June 30, 2025.</p>			
<b>BASIS FOR RECOMMENDATION</b>			
<p>The City's Housing Department is responsible for monitoring the programmatic and financial activities of its grant sub-recipients to ensure the proper stewardship of public funds, achievement of performance goals, and program compliance with the terms and conditions of the grant agreements.</p> <p>The City has been in contract with The Pun Group, LLP, since February 2022. Recently, The Pun Group, LLP, completed a monitoring of grant agreements to ensure proper financial use of funds, performance goal achievement, and compliance with grant terms. The additional \$30,000 funds will provide the funding necessary to allow the completion of all outstanding payments and proper closure of the contract with The Pun Group, LLP.</p>			
<b>COMMISSION RECOMMENDATION AND INPUT</b>			
<p>No commission recommendation or input is associated with this action.</p>			
<b>COST AND FUNDING SOURCE</b>			
<p>The recommended amendment is to increase funding by an additional \$30,000. This action provides the funding necessary to complete all outstanding payments and proper closure of the contract with The Pun Group, LLP. This will be fully funded by the Housing Program Development and Monitoring appropriation in the Community Development Building Grant Fund. There is no ongoing fiscal impact to the General Fund as a result of this action.</p>			
<p><b>FOR QUESTIONS CONTACT:</b> Kathleen Geier, Interim Administrative Officer, Housing Department, (408) 535-7981 or <a href="mailto:Kathleen.Geier@sanjoseca.gov">Kathleen.Geier@sanjoseca.gov</a>.</p>			