

| CITY COUNCIL ACTION REQUEST | | | |
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| 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; City Manager's Budget Office | Director Approval /s/ Erik L. Soliván |
| COUNCIL DISTRICT(S) Citywide | | | CMO Approval  2/18/26 |
| SUBJECT: Fifth Amendment to the Standard Consultant Agreement with DST Consulting Services for Grant and Contract Management | | | |
| RECOMMENDATION | | | |
| <p>Adopt a resolution authorizing the Housing Director, or his designee, to negotiate and execute a fifth amendment to the standard consultant agreement with DST Consulting Services to increase the maximum total contract value by \$100,000 from \$715,000 to \$815,000.</p> | | | |
| BASIS FOR RECOMMENDATION | | | |
| <p>The Housing Department administers multiple federal grants from the U.S. Department of Housing and Urban Development (HUD), including the Community Development Block Grant, HOME Investment Partnerships, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS programs, which require strict compliance with federal regulations, reporting timelines, and data integrity standards. These responsibilities include the timely and accurate use of the Integrated Disbursement and Information System, preparation of HUD-mandated planning and performance reports, ongoing grant and contract compliance oversight, and the provision of technical assistance to Housing Department staff. The services provided are highly specialized and critical, requiring advanced technical expertise in HUD systems and federal compliance. DST Consulting Services provides specialized subject-matter expertise and institutional knowledge that supports the Grants Management team.</p> <p>Approval of the proposed fifth amendment will ensure continuity of these essential services and provide needed capacity to meet ongoing HUD compliance demands. Given current staffing constraints, consultant support is necessary to supplement internal resources and mitigate compliance risk. Without this amendment, the Housing Department risks delays in HUD reporting, data inaccuracies, and increased audit exposure. Continuing this agreement supports the City's ability to remain in good standing with HUD while effectively administering its federal grant portfolio.</p> | | | |
| COMMISSION RECOMMENDATION AND INPUT | | | |
| No commission recommendation or input is associated with this action. | | | |
| COST AND FUNDING SOURCE | | | |
| The recommended amendment to increase the compensation by \$100,000 is funded through the Housing Program Development and Monitoring appropriation in the Community Development Block Grant Fund. | | | |
| FOR QUESTIONS CONTACT: Susmita Kamat, Administrative Officer, Housing Department, at (408) 535-3860 or Susmita.Kamat@sanjoseca.gov . | | | |