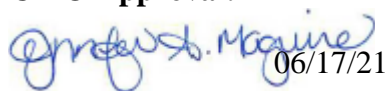


CITY COUNCIL ACTION REQUEST

Department(s): Housing	CEQA: Not a Project, File No. PP17-003, Agreements/	Coordination: City Attorney's Office, City Manager's Budget Office	Dept. Approval: /s/ Jacky Morales-Ferrand
Council District(s): Citywide	Contracts (New or Amended) resulting in no physical changes to the environment.		CMO Approval:  06/17/21

SUBJECT: APPROVAL OF A SECOND AMENDMENT TO STANDARD CITY OF SAN JOSE CONSULTANT AGREEMENT BETWEEN THE CITY OF SAN JOSE AND HC GROUP, INCORPORATED.

RECOMMENDATION:

Adopt a resolution authorizing the Director of Housing to negotiate and execute an amendment to extend a consultant agreement with HC Group, Incorporated, to June 30, 2022 and increase the maximum total compensation by \$154,253 from \$295,360 to \$449,613.

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. These tasks include, but are not limited to, the management of all Integrated Disbursement & Information System (IDIS) functions for federal grants, providing assistance in the preparation of the Consolidated Plan (ConPlan), Annual Action Plan, Consolidated Annual Performance and Evaluation Reports (CAPER) as well as developing and managing a variety of grants awarded to community-based organizations. 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 year prior and this agreement will be an extension of their current work to train and advise City staff on various state and federal grant requirements. HC Group has the capacity and intricate 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 memo 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	Recom. Budget Action	2021-2022 Proposed Operating Budget Page*	Last Budget Action (Date, Ord. No.)
441	2246	Housing Program Development and Monitoring	\$1,287,597	\$154,253	X-19	N/A

* The 2021-2022 Proposed Operating Budget will be adopted by the City Council on June 22, 2021.

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