



Legislation Text

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**File #:** 17-702, **Version:** 1

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**DATE:** March 9, 2017  
**TO:** Members of the Housing & Redevelopment Authority  
**FROM:** Janine Atchison, Housing Coordinator

Three Rivers Community Action Agency Program Assistance

**SUMMARY AND ACTION REQUESTED:**

Staff recommends approval of a motion to direct staff to draft a consultant service contract with Three Rivers Community Action Agency to provide administrative services for the Community Development Block Grant (CDBG) Home Matters Residential Rehabilitation Program.

**BACKGROUND:**

The HRA contracted with TRC to administer the Home Matters Program in Phase 1 Veterans Park, Phase 2 Washington Park and Phase 3 Cherry Park. This contract expired in December 2016. The scope of services provided included:

- Application Intake
- Processing applications,
- Conducting outreach,
- Evaluating applicants for program eligibility,
- Providing technical assistance to clients applying for matching fund loans,
- Program administration,
- Inspection,
- Conducting home visits
- Develop Scope of Work
- Solicit bids
- Determine project costs & prepare grant/loan documents
- Conduct loan closing
- Inspect contractor work/Pay contractor
- Prepare file for HRA & MHFA

The HRA is allowed to use up to 20% of the awarded program amount for planning and or administrative activity. Any administrative expense above 20% would not be reimbursed to the HRA. In past years the HRA has covered the administrative expenses that exceeded the amount reimbursable from CDBG funds.

The HRA was able to assist 8 families in the Veteran's Park Neighborhood and an additional 8 families in the Washington Park Neighborhood. Unfortunately due to program changes from partnering grant agencies, no applications were received from Cherry Park Neighborhood. The

project administration has also become burdensome to Three Rivers Community Action, and they originally declined to continue the contract after 2016.

Earlier this year the HRA made changes to the program making it more appealing to homeowners and easier to implement. However, the entire administration of the program would be the responsibility of the Northfield Housing Coordinator Janine Atchison. Atchison is certified to conduct inspections by the International Code Council (ICC). She is experienced in scope of work development, bidding processes and contractor oversight. Administering all aspects of this program, however, would add a significant workload to her existing duties.

Atchison initiated talks with Three Rivers Community Action to provide administrative services for the application process for the Home Matters Program. Three Rivers has responded that they would be willing to enter into a new contract to provide services for receiving, processing and approving applications. Atchison would continue to be responsible for conducting the inspections, developing the scope of work, obtaining bids, inspecting & approving contractor work, contractor payment, and filing claims for repayment.

The cost of a new contract with Three Rivers Community Action Agency should be significantly less due to the limited services that would be provided. However, the amount could exceed the allowable CDBG reimbursement for administrative costs.

**RECOMMENDATION:**

The staff recommends the HRA Board direct staff to draft a consultant service contract with Three Rivers Community Action Agency and bring the contract back for HRA approval at a future HRA Board meeting.