



Legislation Text

File #: 17-808, **Version:** 1

DATE: May 11, 2017

TO: Members of the Housing & Redevelopment Authority (HRA)

FROM: Janine Atchison, Housing Coordinator

Home Matters Residential Rehab Application Intake Contract with Three Rivers Community Action Agency

SUMMARY AND ACTION REQUESTED:

Approve consultant services contract with Three Rivers Community Action Agency to provide administrative services processing client applications for the Home Matters Residential Rehab Program.

BACKGROUND:

From 2013 through 2016 the Housing and Redevelopment Authority (HRA) has contracted with Three Rivers Community Action agency (Three Rivers) to administer the Home Matters Residential Rehab program. Three Rivers administered all administrative duties of the program including application intake, income verification, scope of work, contractor bids, contracts administration, etc. There were no qualified applicants in phase 3 of the original program and the contract expired. Three Rivers was no longer able to provide full administrative services for the program.

In Early 2017 the HRA Board adopted changes to the Home Matters Residential Rehab Program to make it viable for income qualified homeowners. The changes also limited the scope of qualified work to lessen the burden of administration since Three Rivers would no longer be administering the program. However, even with the changes, the program will take significant staff time to administer.

Staff met with Leah Hall, Community Development Director of Three Rivers to discuss ways that the agency could assist with the administration of the Home Matters Program. This was brought to the attention of HRA Board Members at the March meeting. The Board encouraged Staff to pursue a contract for partial administration of the program. An agreement was reached with Three Rivers to provide assistance with the application process of the administration and a contract developed. Per the Home Matters Residential Rehab Service Contract, Three Rivers will provide the following services:

Three Rivers agrees to:

1. Accept and process client applications for the Home Matters Program
2. Follow up with eligible applicants to collect appropriate documentation and income verification, etc. (estimated time: 8 hours per application)
3. Provide applicants two weeks (maximum) to deliver requested documents in order to maintain an “active” application
4. Provide client status reports to the Northfield HRA, as needed

Three Rivers will be compensated based on the following calculations.

1. The HRA shall pay Three Rivers for its administrative expenses in an amount not to exceed \$3,300 for processing up to 11 applications. Contract expires 2/31/2020
2. Three Rivers will provide HRA quarterly invoices for services delivered.

ANALYSIS:

The administrative services provided by Three Rivers of accepting and processing client applications for the Home Matters Program will assist Staff to complete the more extensive inspections, scope development, contractor bids, construction, and contractor payments.

The cost of the services of approximately \$300 per application is minimal.

RECOMMENDATION:

Staff recommends the HRA Board approve the contract with Three Rivers to provide application processing administrative services until December 31, 2020.