

**CITY OF OAKLAND
COUNCIL AGENDA REPORT**

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2004 SEP 29 PM 12: 08

TO: Office of the City Administrator
ATTN: Deborah Edgerly
FROM: Community and Economic Development Agency
DATE: October 12, 2004

RE: **RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH GIBSON AND ASSOCIATES TO PROVIDE EVALUATIONS OF COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS FOR FY 2004-05 IN AN AMOUNT NOT TO EXCEED \$125,000; AUTHORIZING A ONE-YEAR EXTENSION OF THE AGREEMENT, AT CITY'S OPTION FOR UP TO AN ADDITIONAL \$125,000, SUBJECT TO EVALUATOR'S PERFORMANCE AND AVAILABILTY OF FUNDS; AND AUTHORIZING THE PAYMENT OF 1% TO CONTRACT COMPLIANCE FOR CONTRACT ADMINISTRATION.**

SUMMARY

On June 6, 2000, the City Council approved various changes to the Community Development Block Grant (CDBG) Program. One of the changes entailed an annual evaluation of CDBG-funded programs and contracts.

The Community and Economic Development Agency (CEDA) proposes to enter into a professional service agreement with the consulting firm of Gibson and Associates to provide evaluation services of FY 2004/05 CDBG funded contracts and programs for an amount not to exceed \$125,000.

FISCAL IMPACTS

The cost to complete the evaluation is approximately \$125,000. Funding is available in the CDBG Administration Budget (Fund 2108, Org. 88949, Project G05650). Funding to cover the cost of these evaluations received approval by City Council as part of CEDA's administrative budget in the Consolidated Plan/Annual Action Plan for FY 2004/2005. As with prior approval of Resolution No. 77333 C.M.S., an additional 1% will be allocated to Contract Compliance for contract administration. There is no cost to the General Fund Budget.

BACKGROUND

CEDA developed a Request for Proposal to solicit the services of a consultant firm to provide the evaluations of FY 2004/2005 CDBG funded contracts and programs. On May 24, 2004, staff distributed RFP's to eight (8) consultant firms that were on the list of consultants provided by the Office of Contract Compliance. Additionally, an advertisement was placed in the Oakland Tribune, El Mundo and Sing Tao. At the close of the period for responses, the only response received was the one from Gibson and Associates (G&A).

G&A is an Oakland-based Consultant with prior experience conducting evaluations and working with the City of Oakland. The firm conducted the annual FY 1999/2000; 2000/2001; 2001/2002; 2002/2003 and 2003/2004 evaluation of the CDBG program. As a result of having conducted all of the previous evaluations, G&A has a pre-existing relationship with most of the CDBG-funded agencies and trusting relationships exist, communication protocols are in place, and community and City agencies will be able to build upon a successful working relationship.

G&A has an understanding of the CDBG process, the program cycle, the range of agency capacities and has a field-tested method for conducting the evaluation process. The firm of G&A is available to immediately undertake this task, has the requisite experience, and has assembled an impressive research team.

KEY ISSUES AND IMPACTS

City Council has determined that there will be an evaluation completed prior to the City Administrator's recommendations to the City Council on program allocations for Housing, Economic Development, Neighborhood Improvements/Public Services and Administration.

PROJECT DESCRIPTION

G&A proposes to conduct an evaluation of 2004-2005 CDBG programs building upon work it completed in four prior CDBG evaluations. G&A has retained the core of the Senior Research Team from these evaluations, a team that has developed the full range of data collection instruments and protocols and has established cooperative, productive working relationships with the same agencies being evaluated in the past several years. As in the past, G&A would structure the evaluation around the five City Council-identified questions: 1) Did the project maintain and report data adequate to evaluate their goals and objectives? 2) Did the project deliver services as described in the goals and objectives? 3) Did the clients benefit from services? 4) Did the community benefit from services? 5) How does the project leverage its fiscal resources?

For the 2004-2005 program year, G&A will conduct intensive evaluation of 22 programs along with G&A involvement in training and orientation of agencies receiving CDBG funds. The intensive evaluations will include site visits, client interviews, direct program observation and analysis of a range of program-generated data on client satisfaction and the impact of program services. It would also include training and orientation for staff of CDBG-funded agencies in developing contracts, objectives and meaningful evaluation plans. Finally, it would include production of 22 project summaries as well as a general findings and evaluation report.

SUSTAINABLE OPPORTUNITIES

There are no sustainable opportunities associated with this report.

DISABILITY AND SENIOR CITIZEN ACCESS

No specific issues relating to disability and senior citizen access are contained in this report.

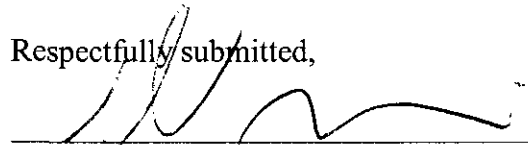
RECOMMENDATION(S) AND RATIONALE

Staff is recommending this Professional Services Contract to ensure evaluation of FY 2004/2005 CDBG programs and activities are available to the Community Development District Boards, Citizen Advisory Committee, City staff and City Council. The evaluation results provide assistance in the decision-making process of all parties involved in developing the CDBG program. It is requested that City Council approve the proposed resolution.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the City Council approve the resolution authorizing a Professional Services Agreement with Gibson & Associates to provide for evaluation of FY 2004/2005 CDBG funded programs and activities in an amount not to exceed \$125,000.

Respectfully submitted,



Dan Vanderprien, Director of
Redevelopment, Economic Development,
and Housing and Community Development

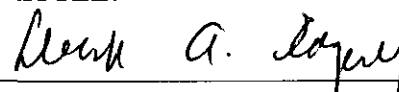
Reviewed by:

Janet M. Howley
Interim Director of Housing and Community
Development

Prepared by:

Michele Byrd, Manager
Community Development Block Grant Program

APPROVED AND FORWARDED TO THE
COMMUNITY AND ECONOMIC DEVELOPMENT
COMMITTEE:



OFFICE OF THE CITY ADMINISTRATOR

Dennis

OAKLAND CITY COUNCIL

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2004 SEP 30 AM 8:08
C.M.S.

RESOLUTION No. _____

INTRODUCED BY COUNCILMEMBER _____

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH GIBSON AND ASSOCIATES, INC. TO PROVIDE EVALUATIONS OF COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS FOR FY 2004-05 IN AMOUNT NOT TO EXCEED \$125,000; AUTHORIZING A ONE-YEAR EXTENSION OF THE AGREEMENT, AT THE CITY'S OPTION, FOR UP TO AN ADDITIONAL \$125,000, SUBJECT TO EVALUATOR'S PERFORMANCE AND AVAILABILITY OF FUNDS, AND AUTHORIZING THE PAYMENT OF 1% TO CONTRACT COMPLIANCE FOR CONTRACT ADMINISTRATION

WHEREAS, the Housing and Community Development Division of the Community and Economic Development Agency (CEDA) provides administrative and related services for the Community Development Block Grant (CDBG) Program; and

WHEREAS, City Council has directed staff to conduct evaluations of programs funded by CDBG in FY 2004-05; and

WHEREAS, a Request for Proposals (RFP) was issued to solicit proposals from consultants who provide Evaluation services; and

WHEREAS, the one respondent to the RFP met the needs and specifications called for in the RFP; and

WHEREAS, Gibson and Associates was selected as the Consultant to provide evaluation services to the Housing and Community Development Division of CEDA; and

WHEREAS, the City would benefit from evaluation continuity and refinement of data collection processes that will occur if the consultant is contracted for a two-year period; and

WHEREAS, City Council finds and determines that it is in the best interest of the City to contract with Gibson and Associates for evaluation services; and

WHEREAS, City Council finds that the services provided pursuant to the agreement authorized hereunder are of a professional, scientific or technical nature and are temporary in nature; and

WHEREAS, City Council finds that this contract shall not result in the loss of employment or salary by any person having permanent status in the competitive service; and

WHEREAS, funding exists in the CDBG Administration Budget (Fund: 2108, Org 88949, Project G05650); now, therefore, be it

RESOLVED: That the City Administrator, or her designee, is hereby authorized to enter into an agreement with Gibson and Associates to provide Evaluation Services to the Housing and Community Development Division of the Community and Economic Development Agency in the amount to exceed \$125,000; and be it

FURTHER RESOLVED: That 22 programs will receive intensive evaluations that include site visits, client interviews, direct program observation and analysis of a range of program generated data on client satisfaction and the impact of program services ; and be it

FURTHER RESOLVED: That based upon prior approval of Resolution No. 77333 C.M.S., one percent (1%) of the total contract amount be set aside for payment of contract administration provided by the City's Contract Compliance Division; and be it

FURTHER RESOLVED: That the City Administrator or her designated representative, is authorized to amend and extend the Agreement, at City's option, for a period of one year, to evaluate programs for FY 2005/06 for an additional amount not to exceed \$125,000, subject to the City's continuing need for evaluation services, performance of consultant during FY 2004-05, and availability of funds ; and be it

FURTHER RESOLVED: That the City Administrator, or her designated representative, is hereby authorized to approve any subsequent amendments, or modifications or extensions of said agreement, excepting those related to increasing the amount of the contract above the amounts authorized under this Resolution, provided that such amendments or extensions shall be approved as to form and legality by the office of the city Attorney and filed with the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2004

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, CHANG, NADEL, QUAN, REID, WAN AND
PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

ATTEST:

CEDA FLOYD
City Clerk and Clerk of the Council
of the City of Oakland, California