



AGENDA REPORT

TO: Edward D. Reiskin
City Administrator

FROM: Shola Olatoye
Director, Housing and
Community Development

SUBJECT: Amend Professional Services
Agreements with Katharine Gale

DATE: February 3, 2022

City Administrator Approval

Date: February 4, 2022

RECOMMENDATION

Staff Recommends That The City Council Amend Resolution 88969 C.M.S. Authorizing A Professional Services Agreement With Katharine Gale To Extend The Contract Period From December 31, 2021 To December 31, 2022, Increase The Contract Amount From \$41,040 To An Amount Not To Exceed \$90,000, And Waive The Request For Proposals/Qualifications Process.

EXECUTIVE SUMMARY

Oakland's Housing & Community Development Department (HCD) has faced years of capacity constraints, exacerbated by the hiring crunch of the pandemic. Over the past several years, the volume of work and scope of the agency has shifted significantly, with the welcome influx of federal and state funding. In order to meet the external deadlines that come with this funding and the protracted timeline of the City's hiring process, HCD must leverage all resources at its disposal, including consultants, to meet the housing needs of the City and its residents. Adoption of the proposed resolution authorizes the City Administrator or designee to execute the following amendment to the existing Professional Services Agreement (Agreement) with Katharine Gale, a data and policy expert for the Emergency Rental Assistance Program (ERAP), who have been providing critically-needed services to HCD:

Consultant	Scope	Current Agreement Expiration	Requested Extension Date	Current Contract Amount	Requested Contract Increase Limit
2. Katharine Gale	Data and policy expert for Emergency Rental Assistance Program (ERAP)	December 31, 2021	December 31, 2022	\$41,040	\$90,000

BACKGROUND / LEGISLATIVE HISTORY

HCD issued a March 3, 2021 an informal Request for Proposal to four industry experts in the fields of homeless prevention, program development and evaluation. HCD sought consultants for services for a Rental Assistance subject matter expert for less than \$50,000. Responses were due March 18, 2021. Ms. Gale was the only respondent.

Katharine Gale has been the key data and policy expert on the City's Keep Oakland Housed Emergency Rental Assistance program (ERAP). Ms. Gale advises City housing leadership on key state and federal program guideline changes, manages data analyses, and supports the training and technical assistance on programmatic requirements for both the State and the U.S. Treasury. She is the primary author of the City's dashboard and policy manual. Ms. Gale also supports City housing leadership with trend analyses and guidance with external research partners including but not limited to the University of Pennsylvania, Stanford University, University of San Francisco, and others.

Oakland City Council adopted Resolution 88969 C.M.S. on December 21, 2022, which modified the Professional Services Agreements of multiple consultants including Katharine Gale. The resolution contained errors to the requested extension date and additional contract amount for Katharine Gale's Professional Services Agreement. This amendment corrects the requested extension date to December 31, 2022 and an increase of the contract limit to an amount not to exceed \$90,000.

ANALYSIS AND POLICY ALTERNATIVES

The need for technical professional services is based on a surge of activity related to the housing, homelessness, and COVID-19 crises and the urgency to both deploy available local funds and as well as State and Federal resources that have become available in 2020 to address these overlapping crises. HCD has demonstrated the ability to increase the pace of its work during the pandemic, in part facilitated by the support brought to bear by third-party consultants assisting on an as-needed basis. Examples of this demonstrated increased level of effort includes:

- Release of five NOFAs in calendar years 2020 and 2021
- Implementation of the new Acquisition and Conversion to Affordable Housing Program (ACAH), which includes a component dedicated to Community Land Trusts and Limited Equity Cooperatives
- Funding applications to the State of California which were recently awarded:
 - 2020 Homekey round - \$22.7 million, which resulted in 162 new housing opportunities for people experiencing homelessness
 - 2020 Local Housing Trust Fund - \$5 million for new construction of affordable housing
 - CalHOME - \$3 million for Accessory Dwelling Unit program
- Funding applications to the State of California that are pending:
 - 2021 Local Housing Trust Fund - \$5 million for new construction of affordable housing
 - CalHOME - \$726,000 for down payment assistance for low-income first-time homebuyers

- Six Oakland projects have been invited to apply for California Housing Accelerator program, which is designed to clear the State's 4 percent tax credit and tax-exempt bond backlog; these projects must close within six months of award.
- 2021 Homekey round – amount TBD
- Creation of renter and homeowner COVID Relief Financial Assistance Programs using Coronavirus Aid, Relief, and Economic Security (CARES) Act and Emergency Rental Assistance Program funding.

The City Administrator has determined that Katharine Gale's contracts has not and will not result in a loss of employment or salary by any employees. The activities that the consultant has carried out and will continue to conduct under these extended agreements is as follows:

Katharine Gale has 25 years of experience in the fields of homelessness, special needs housing, and community development. Due to the City assuming the State's block grant of ERAP funding and new State law Assembly Bill (AB) 832, the need for additional policy and data support has significantly increased. Ms. Gale revised the City program's operating policies and procedures to be in conformance with State law. She also co-leads regular training modules for ERAP Community Partners.

Ms. Gale's work will continue and be expanded to include:

- State reporting analysis and support
- Program evaluation and close out
- Best practices in program compliance

Ms. Gale's work is supervised by the HCD Director.

Waiver of Request for Proposal Requirement

Oakland Municipal Code (O.M.C.) Sections 2.042.A and 2.04.051.A require that the City conduct a competitive Request for Proposal/Qualifications (RFP/Q) selection process for the purchase of any combined information technology products and professional services. Per O.M.C. Sections 2.04.042.D and 2.04.051.B, the City Council may waive the City's competitive RFP/Q competitive selection requirements upon recommendation by the City Administrator and upon a finding and determination that it is in the City's best interest to do so. Staff recommends that the City Council extend the term and amount of Katharine Gale's agreement by which HCD receives these essential services and waive the competitive RFP/Q selection process to prevent any delays or reduction in HCD's ongoing work to address the affordable housing crisis in Oakland. Extension of this contract and associated services will support HCD in advancing the Citywide priority of **housing, economic and cultural security**.

Alternatives

The City could issue a new RFP for Katharine Gale's scope of work. This process would take approximately six months to complete and is not recommended because the final ERAP II funds must be spent by March 31, 2022, with regular reporting required; therefore Ms. Gale's services are urgently required in the next six months.

FISCAL IMPACT

HCD has budgeted funds for consulting services as follows:

Vendor Name	Fund	Org	Account	Project
Katharine Gale	2071	89919	54919	1006076

PUBLIC OUTREACH / INTEREST

No outreach was deemed necessary for the proposed policy action beyond the solicitation processes described above and standard City Council agenda noticing procedures.

COORDINATION

This report and resolution have been reviewed by the Office of the City Attorney and by the Budget Bureau.

PAST PERFORMANCE, EVALUATION AND FOLLOW-UP

Ms. Gale has been the key data and policy expert on the City's ERAP program. She reports to the Director of Housing and Community Development.

SUSTAINABLE OPPORTUNITIES

Economic: The creation of affordable housing and preventing displacement positively impact the economics of a community by ensuring that residents with lower incomes can attain economic stability and security, improved quality of life, and increased disposable income. Improving HCD's capacity to carry out its affordable housing programs will result in improved outcomes for the residents these programs are designed to serve.

Environmental: The lack of housing options in Oakland worsens air pollution, as community members are forced to drive long distances to their jobs. Considerable evidence shows that households living near employment-dense areas and transit corridors have lower carbon footprints than those living in less dense areas further from transit. Affordable housing located near transit is particularly impactful, as low-income households are more likely not to own cars if they have access to quality transportation options. Improving HCD's capacity to facilitate development of environmentally friendly housing will advance these environmental goals.

Race and Equity: Demographic data evidences that Oakland's housing and homelessness crisis disproportionately impacts Oakland's lower-income residents and in particular the African American community. COVID-19 has exacerbated this problem. Through the added capacity of the consultant, HCD may expand its work to prioritize creating housing opportunities for those who are unsheltered and with extremely low incomes to address racial inequities.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the City Council adopt a resolution to amend Resolution 88969 C.M.S. authorizing a professional services agreement with Katharine Gale to extend the contract period from December 31, 2021 to December 31, 2022, increase the contract amount from \$41,040 to an amount not to exceed \$90,000, and waive the request for proposals/qualifications process.

For questions regarding this report, please contact Christina Mun, Acting Deputy Director, HCD, at 510-238-3360.

Respectfully submitted,

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