



Yolo County Housing

Lisa A. Baker, Executive Director

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BOARD OF COMMISSIONERS

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DATE: June 4, 2009
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
SUBJECT: **Review and Approve Proposed Interim Consulting Services for the Housing Choice Voucher Program**

RECOMMENDED ACTIONS:

That the Board of Commissioners

1. Review and approve the proposed Interim Services to be providing by the Nelrod Company to the Housing Choice Voucher Program; and
2. Authorize the Executive Director to execute the agreement.

BACKGROUND / DISCUSSION

The Housing Choice Voucher Program has lost two (2) staff members through attrition in recent months. In May 2009, the supervisory position became vacant with the resignation of the Administrator. In order to maintain operations and program integrity, staff solicited a quote for additional services from the Nelrod Company, with whom the Agency has a current contract. Nelrod has received approximately \$36,000 under this contract and has a commitment for an additional amount of approximately \$6,000 for forms revision. The proposed quote for daily operations assistance through August is for a maximum amount of \$27,434, which would exceed the Director's authorization threshold of \$50,000.

FISCAL IMPACT

Funding for this position would come from salary savings. In addition, the HCV program, principally from the loss of one position earlier in the year, is expending far fewer reserve funds than was anticipated at the beginning of the year.

Failure to maintain standards as a result of reduced staffing would result in lowered Section Eight Management Assessment Program (SEMAP) scores and could result in a return to "troubled" status for the agency.

CONCLUSION

Staff requests that the Board approve the agreement.

Attachment: Agreement

THE NELROD COMPANY
TECHNICAL ASSISTANCE ORDER FORM/AGREEMENT
FOR NON-CONSORTIUM PARTNER

For Nelrod Use Only

Agency Name: Yolo County Housing Authority

Project
Title Housing Admin.

Name of Contact Person: Lisa Baker Title of Contact Person: Executive Director

Job
Ticket # _____

Street Address: 147 West Main St City, State, Zip Code: Woodland, CA 95695

Nelrod Coordinator:

Telephone Number: 530-669-2219 Fax Number: 530-662-5429

Mark H. Vogeler

Email Address: lbaker@ycha.org Date Prepared: 5-12-09

Estimated Time- frame for completion: 60 days 90 days Other

Description of Requested Technical Assistance

Assist YCH with Housing Administrator duties, such as SEMAP Certification preparation, annual re-exams, interim re-exams, perhaps form preparation on-site, etc. Estimated Price: A- Section 8 Manager (240 Hours on site and 48 hours travel; includes 20 Hrs per week on site for 13 weeks, beginning during the week of May 18th and ending during the week of August 24th): 19,200; B- Gas: (13 weeks x 30) = 390; C- Lodging (26 nights x 88) 2,288; D- Meals (39 Days x 44) 1,716. Total Estimated Price = \$27,434.

Optional (check if applicable):

The Nelrod Company is authorized a maximum of _____ professional hours and/or \$ _____ limit. The Nelrod Company will only be responsible for work completed up through time/cost limits.

Billing Rates, Fees, and Terms

Due to complex nature of Technical Assistance, the above estimated price is in fact an estimate. The actual billing may differ. An hourly charge of \$49.00 for Support Specialist, \$115.00 for Technical Associates, and \$149.00 for Senior Managers, will be assessed. Travel (if required), shipping, packaging, and material costs will be added to above price. A disc of related materials may be available for \$25.00.

As the official authorized to place this order, I accept the above hourly rates, fees and terms. Additionally, upon executed copy of this agreement, I consent to receive technical responses, updated information, announcements, and advertisements of interest by The Nelrod Company via fax, e-mail, and mail. I understand that the above information will not be shared with other organizations.

Agency Authorized Signature/Title

Date

Print Name

Purchase order number, if applicable: _____

Acceptance:

Return to:

Nelson Rodriguez, President and CEO

Date

The **Nelrod** Company®
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