


CITY COUNCIL ACTION REQUEST

Department(s): Housing Department	CEQA: Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.	Coordination: City Attorney's Office, CMO - Budget Office	Dept. Approval: /s/ Jacky Morales-Ferrand
Council District(s): Citywide			 4/13/23

SUBJECT: AMENDMENT TO THE AGREEMENT WITH THE PUN GROUP, LLP FOR GRANT FUND MONITORING SERVICES

RECOMMENDATION:

Adopt a resolution authorizing the Director of Housing to negotiate and execute an amendment to an agreement with The Pun Group, LLP to increase the maximum total compensation by \$451,500 from \$100,000 to \$551,500.

BASIS FOR RECOMMENDATION:

The Housing Department has the responsibility to monitor the programmatic and financial activities of its grant sub-recipients to ensure the proper stewardship of federal funds, achievement of performance goals, and compliance with the terms and conditions of the grant agreements. The City receives entitlement grants from the federal Department of Housing and Urban Development to fund a variety of activities through the Community Development Block Grant HOME Investment Partnerships, Housing Opportunities for People with AIDS, and Emergency Solutions Grants programs. In addition, the City received grants related to COVID-19 recovery, through the Coronavirus Aid, Relief, and Economic Security Act. To complete these tasks, the Housing Department requires assistance from The Pun Group, LLP in performing monitoring and compliance work. The Pun Group, LLP has been working with the Housing Department over the past year and this amendment to the agreement will be a continuation of its current work with the maximum total compensation increased to accommodate the workload required mandated by the federal Department of Housing and Urban Development. The Pun Group, LLP has the capacity and expertise to effectively and efficiently fulfill the various compliance and monitoring activities that the City is required to complete.

Commission Recommendation/Input:

No Commission recommendation or input is associated with this action.

COST AND FUNDING SOURCE:

The table below identifies fund and appropriation proposed to fund the actions recommended as part of this memorandum.

Fund #	Appn. #	Appn. Name	Total Appn.	Amt. for Amendment	2022-2023 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No.)
441	2246	Housing Program Development and Monitoring	\$1,774,238	\$251,500	967	2/14/2023, Ord. 30883
454	209Z	Grant Administration	\$560,183	\$200,000	1001	6/21/2022, Ord. 30790

FOR QUESTIONS CONTACT: Mark Gerhardt, Administrative Officer, (408) 535-8242.