



AGENDA MEMORANDUM

Action Item for the City Council Meeting May 11, 2021

DATE: May 11, 2021
TO: Peter Zanoni, City Manager
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<p style="text-align: center;">Grant Administrator Services of Emergency Rental Assistance - Treasury</p>
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CAPTION:

One-Reading Ordinance accepting and appropriating a grant in the amount \$9,868,157.30 from the U.S. Department of the Treasury and authorizing a one-year service agreement for Grant Administrator Services of Emergency Rental Assistance in an amount not to exceed \$980,680.00, with Hagerty Consulting Inc. of Evanston, Illinois, effective upon issuance of a notice to proceed; and amending the budget.

SUMMARY:

This One-Reading Ordinance authorizes a service agreement with Hagerty Consulting Inc. for grant administrative services for the U.S. Department of the Treasury's Emergency Rental Assistance Program (ERA). The service agreement will allow for the implementation of the program to assist renters who are behind on their rent and utility payments as a result of COVID-19.

BACKGROUND AND FINDINGS:

On December 27, 2020 President Donald Trump signed the Consolidated Appropriations Act, 2021 which included Coronavirus Stimulus & Relief (Act). The Act includes the Treasury's \$25 billion ERA program. The Treasury has allocated \$9,868,157.30 to the City of Corpus Christi for residential rental assistance. The City of Corpus Christi will undergo a competitive process to procure for grant administration services.

The ERA makes assistance available to eligible renter households in which at least one or more individual (a) qualifies for unemployment or has experienced a reduction household income,

incurred significant costs, or experienced a financial hardship due to COVID-19; (b) demonstrates a risk of experiencing homelessness or housing instability; and (c) has a household income at or below 80 percent of the area median. Eligible households that include an individual who has been unemployed for the 90 days prior to application for assistance and households with income at or below 50 percent of the area median are to be prioritized for assistance.

Eligible households may receive up to 12 months of assistance, plus an additional 3 months if the City of Corpus Christi determines the extra months are needed to ensure housing stability. The City of Corpus Christi is required to prioritize the payment of existing housing-related arrears that could result in the eviction of an eligible household.

A grant administration contractor is necessary to meet the expenditure deadline of December 31, 2021. To be successful, the program implementation must include an online platform, call center, application processing, quality assurance, and processes to maintain compliance with program rules and regulations. The City does not have the staff capacity to administer this program without hiring additional full-time employees. Contracting with a firm experienced in emergency programs and that has a built online platform is critical to the program's success. The Grant Monitoring Department will oversee and manage the service agreement.

PROCUREMENT DETAIL:

Contracts and Procurement conducted a competitive Request for Proposals (RFP 3557) process to obtain proposals for Grant Administrator Services. Five firms submitted for the Grant Administrator Services of Emergency Rental Assistance-Treasury program. Hagerty Consulting, Inc. was selected for the Grant Administrator Services of Emergency Rental Assistance-Treasury program. Hagerty Consulting Inc. was the highest ranked firm.

The selection committee was comprised of representatives from Communications, Human Resources, Finance, and the Housing/Community Development – CDBG departments. The final evaluation ranked Hagerty Consulting, Inc. as the highest ranked firm based on five factors: 1) firm's experience and qualifications, 2) experience and qualifications of the project manager and key staff, 3) project approach and management plan, 4) capacity to meet the project requirements and timelines, and 5) past performance.

Hagerty Consulting, Inc., has provided grant administrative services for clients at the state and county levels including Nueces County in the implementation of Emergency Rental Assistance Programs. Some of their projects include COVID-19 cost recovery support, Hurricane Hanna, and Winter Storm Uri, as well as facilitating an After-Action Report for Winter Storm Uri, Disaster Recovery Services: FEMA grants management, appeals support, strategic financial planning, finance tracking, and support for housing programs. Hagerty deployed a grant management system to help track and report out on the 1.25B in CARES Act funding the state of Arkansas received. Hagerty also provided CDBG-DR Action Planning and program implementation support to the state of North Carolina following Hurricane Matthew.

ALTERNATIVES:

The City could hire additional full-time staff to administer the grant, run a call center, develop the online platform, and process applications.

FISCAL IMPACT:

The City is receiving a grant to fund this program and service agreement.

FUNDING DETAIL:

Fund: 1089
Organization/Activity: 890100F
Mission Element: 132
Project # **(CIP Only): NA**
Account: 570040

RECOMMENDATION:

Staff recommends approval of this One-Reading Ordinance accepting and appropriating the grants funds and authorizing a one-year service agreement with Hagerty Consulting Inc. as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Ordinance
Evaluation Matrix