

## **HOME Consortium Scope of Services**

### **Background**

The goal of the Yakima County HOME Consortium, a collection of seven Lower Valley cities, the town of Harrah and unincorporated Yakima County, is to provide affordable and supportive housing for lower-income households. Since 2009, the Consortium has offered housing and rental rehabilitation and new construction for those households. It operates under federal Housing and Urban Development (HUD) requirements to help County residents most in need. Yakima County serves as the lead entity for this important mission.

Recently, Yakima County finds itself at a crossroad regarding the administration of the HOME Program. The long-time program analyst who managed the program has left County employment, and one of the two support positions is vacant. Due to COVID 19, the County currently does not have the capacity to restructure the administration of the program to complete current HOME Consortium projects. We are seeking a consultant to bring the existing open 31 housing rehab projects and three development projects to completion following HUD Rules and Regulations. The expectation is the agreement would not exceed 12 months.

### **The Consultant shall perform the following tasks:**

#### **Management/Supervision**

Manage the day-to-day operations of the HOME Consortium program, described in 1-6 below, with the assistance of one County clerical FTE and one inspection consultant. Consultant will make recommendations for management's decision on any procedural changes and project awards within the HOME program.

Conduct Quality Assurance/Quality Control (QA/QC) to oversee that all open projects meet HUD regulations.

Conduct QA/QC of subordinates' work and report any performance issue to management.

#### **Communications**

The Consultant will schedule and participate in regular coordination meetings, phone calls, and other communications with the project team (Public Services management and staff) to exchange information, obtain feedback, address project issues, and to reduce the potential for misunderstandings and delays.

#### **Deliverables**

1. **Coordination.** Consultant will provide an online meeting platform as requested, for coordination of meetings as needed for the duration of the contract.
  - a. Consultant will participate in, at a minimum, 12 online and/or in person coordination meetings as needed. If the Consultant chooses to participate at a non-Courthouse venue, it is anticipated that the online meetings (GoTo Meeting,

Skype, Teams, etc.) will include: numbers and screen share functionality (as necessary) to enable review and efficient discussion of issues.

- b. Consultant will cooperate with County and project team to update the project status.
2. **Housing Rehabilitation.** Complete the 31 open housing rehab projects and ensure they follow HUD rules and regulations to include regulatory mandates, proper recording and reporting as appropriate to satisfy HUD regulations and monitoring.
3. **New Development.** Complete the three Request for Proposal (RFPs) for new development.
4. **Grant Management.** Complete all administrative tasks within IDIS, including but not limited to: entering the approved Consolidated Plan, Annual Action Plan and CAPER into IDIS (see #7, below); setting up projects.
  - a. Meet departmental and County procedures and deadlines for bidding projects and awarding contracts.
5. **Technical Advisory Committee (TAC) and Home Board Support**
  - a. Advise management when a TAC meeting is needed; schedule and staff TAC meetings, ensure distribution of documents, meeting summaries and other support materials needed for the TAC to make informed decisions.
  - b. Advise management when project/decisions rise to HOME Board review and decision-making.
  - c. Provide technical support to the HOME Board. Attend meetings and provide recommendations as requested.
6. Coordinate and perform monitoring activities on active completed projects.

## **County Responsibilities**

7. **Review and adopt the Five-Year Consolidated Plan/Annual Action Plan/CAPER**
  - a. The County is responsible for preparing the draft 2020 Consolidated Plan, Annual Action Plan, and 2019 CAPER for public review.
  - b. The County is responsible for ensuring the adopted Citizen Participation Plan is followed, including but not limited to, entering public comments into the above documents, coordinating County Commission review of the draft documents and scheduling HUD-required hearings.

## **8. HOME Board Meetings**

The County is responsible for scheduling HOME Board meetings in coordination with the Consultant, preparing meeting agendas, distributing documents, providing clerical support at the meetings, and drafting, distributing and finalizing meeting summaries for the Board.

## Assumptions

- a. Consultant will report to the Yakima County Public Services Director.
- b. Consultant will provide any project-support needed above and beyond the County's 1 consultant and 1 clerical FTE.
- c. County will provide a Courthouse workstation, desk phone, computer, and access to IDIS, One Roof, and any agreed-to software required for the consultant to complete the tasks within the scope of work.
- d. County will provide conference room space for in-person meetings.
- e. County will reimburse mileage for project-related travel within the Consortium at the rate established by the Internal Revenue Service.
- f. The agreement end date is November 1, 2021
- g. The proposed budget will assume 12 progress reports and monthly invoices submitted.