



DATE: October 29, 2019

CATEGORY: Consent

DEPT.: Community Development

TITLE: **Contract for Administration of Below-Market-Rate (BMR) Program**

RECOMMENDATION

Authorize the City Manager to execute a contract for administration of the Below-Market-Rate (BMR) Program with Palo Alto Housing Corporation (\$105,000) for July 1, 2019 through June 30, 2020.

BACKGROUND

The City of Mountain View has partnered with Palo Alto Housing Corporation (PAHC) since 2013 to perform duties related to the implementation/administration of the City's Below-Market-Rate (BMR) Program. Their work has included: outreach and marketing to maintain a list of eligible participants in the BMR Program, management of the application process, monitoring for compliance with BMR Program guidelines, recertification of existing tenants, asset management, and maintenance of records and reports. The City has contracted externally to increase overall administrative capacity, helping to facilitate placement of households in affordable housing opportunities more quickly and efficiently. The Housing and Neighborhood Services Division has continued to partner with PAHC because they maintain a high level of service delivery.

ANALYSIS

During Fiscal Year 2019-20, PAHC will continue to provide the following services:

- Conduct outreach and marketing to inform potential applicants of new affordable housing opportunities.
- Maintain a wait list of eligible residents; review and process applications for home-ownership and rental programs and coordinate with property managers.
- Conduct annual recertifications of existing BMR tenants.

- Produce quarterly reports and maintain records.

In addition, PAHC will also support City efforts to update BMR procedures to reflect recent Phase II updates to the BMR Program guidelines.

FISCAL IMPACT

BMR Program implementation is supported by the Housing Fund through the collection of BMR Housing in-lieu fees paid for by developers. The proposed contract is for a total of \$105,000, and funds have been appropriated in the Fiscal Year 2019-20 Budget.

ALTERNATIVES

1. Do not approve contract amounts.
2. Provide other direction to staff.

PUBLIC NOTICING

The Council's agenda is advertised on Channel 26, and the agenda and this report appear on the City's website.

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