

**MEMORANDUM**

Rent Stabilization Division
Housing Department

DATE: June 13, 2024

TO: Rental Housing Committee

FROM: Andrea Kennedy, Analyst II
Anky van Deursen, Division Manager
Wayne Chen, Housing Director

SUBJECT: Contract Renewal with Project Sentinel for Fiscal Year 2024-25

RECOMMENDATION

1. Authorize the Division Manager or designee to execute an agreement with Project Sentinel to provide administrative and hearing process services for the Community Stabilization and Fair Rent Act for Fiscal Year 2024-25 for a total amount not to exceed \$180,000 as follows:
 - a. Administrative support services in an amount not to exceed \$10,000;
 - b. Deploy and reimburse Facilitators for the Prehearing Settlement Conference Process in an amount not to exceed \$10,000; and
 - c. Deploy and reimburse Hearing Officers for the Petition Hearing Process in an amount not to exceed \$160,000.
2. Authorize the Division Manager or other designee to execute an agreement with Project Sentinel to provide administrative and hearing process services for the Mobile Home Rent Stabilization Ordinance for Fiscal Year 2024-25 for a total amount not to exceed \$18,000 as follows:
 - a. Administrative support services in an amount not to exceed \$1,000;
 - b. Deploy and reimburse Facilitators for the Prehearing Settlement Conference Process in an amount not to exceed \$2,000; and

- c. Deploy and reimburse Hearing Officers for the Petition Hearing Process in an amount not to exceed \$15,000.

BACKGROUND

Project Sentinel provides administrative support services to assist with implementing and administering the Community Stabilization and Fair Rent Act (CSFRA) and the Mobile Home Rent Stabilization Ordinance (MHRSO) petition processes. Project Sentinel provided initial services to assist the RHC with starting the program during Fiscal Year 2017-18. During Fiscal Year 2018-19, a Request for Proposals was released for ongoing services, and Project Sentinel was selected. Project Sentinel has provided similar services for the MHRSO since 2021. Services include:

1. Providing administrative support services;
2. Deploying and reimbursing Facilitators for the Prehearing Settlement Conference Process; and
3. Deploying and reimbursing Hearing Officers for the Petition Hearing Process.

ANALYSIS

In order to continue the services of Project Sentinel in Fiscal Year 2024-25, an agreement must be executed. The RHC adopted policies and procedures for the execution of agreements stating that, for any contract in an amount over \$50,000, authorization is needed from the RHC for the Division Manager or designee to be able to execute such agreements.

The total amount for CSFRA services is not to exceed \$180,000 as follows:

1. Administrative support services in an amount not to exceed \$10,000;
2. Deploy and reimburse Facilitators for the Prehearing Settlement Conference Process in an amount not to exceed \$10,000; and
3. Deploy and reimburse Hearing Officers for the Petition Hearing Process in an amount not to exceed \$160,000.

The total amount for MHRSO services is not to exceed \$18,000 as follows:

1. Administrative support services in an amount not to exceed \$1,000;
2. Deploy and reimburse Facilitators for the Prehearing Settlement Conference Process in an amount not to exceed \$2,000; and

3. Deploy and reimburse Hearing Officers for the Petition Hearing Process in an amount not to exceed \$15,000.

FISCAL IMPACT

The Fiscal Year 2024-25 budgets include up to \$180,000 for administrative and hearing process services for the CSFRA and up to \$18,000 for administrative and hearing process services for the MHRSO.

PUBLIC NOTICING—Agenda posting and email to distribution list.

~~AK AvD WC/KG/1/HSN/RHC~~

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