



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2016-09-28 (6)

**Date:** September 28, 2016  
**To:** THA Board of Commissioners  
**From:** Michael Mirra  
Executive Director  
**Re:** Amendment to Initial Program and Income Certification and Leasing Services with Allied Residential

This resolution would authorized the executive director to increase the maximum contract amount for the income certification and leasing services we need for the Rental Assistance Demonstration (RAD) project from \$175,000 to \$186,000.

### Background

The expended amount on this contract has reached its limits of \$175,000. Due to the extended closing date of the RAD program, some of the initial certifications that were done in October/November 2015 and April of 2016 had expired and had to be re-qualified. In order to be in compliance and have the files completed by the schedule date of July 17, 2016, we had to accelerate the schedule in order to meet that deadline, resulting in additional costs that exceed our contract amount. THA is recommending the contract dollar amount be increased an additional \$11,000. This will cover the expedited work and finish the contract with payment of the last invoice.

This resolution will give THA's executive director authorization to sign Amendment No. 3, which will increase the contract by an additional \$11,000 to cover additional income re-certifications through October, 2016 when the contract expires.

### Recommendation

Authorize THA's Executive Director to amend the Initial Program and Income Certification and Leasing Services contract with Allied Residential increasing the dollar amount be increased an additional \$11,000, making the total amount of the contract of \$186,000.00.



# TACOMA HOUSING AUTHORITY

## **RESOLUTION 2016-09-28 (6) (Amend the Initial Program and Income Certification and Leasing Services with Allied Residential)**

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma

**WHEREAS**, Tacoma Housing Authority (THA) signed a Contract with Allied Residential dated for initial program and income certification and leasing services in preparation for RAD. The purpose of this contract is to assist THA in preparing the resident files to qualify for tax credit requirements; and

**WHEREAS**, On January 27, 2016, under Resolution No. 2016-01-27 (5) THA received board approval increasing the contract an additional \$50,000 to cover re-certification of tenant files due to the RAD delay in closing; and

**WHEREAS**, On April 27, 2016, under Resolution No. 2016-04-27 (1), THA received board approval to increase the contract Amendment No. 2 for an additional \$25,000 for the additional work on the re-certification. At the time the 1<sup>st</sup> amendment was prepared, it was not known how many re-certifications had to be done; and

**WHEREAS**, The accumulative budget from services rendered are near the contract limit of \$175,000, authorized by the Executive Director; and

**WHEREAS**, Due to the RAD financing closing being extended, some of the certifications had to be re-certified to meet RAD requirements by July 17, 2016; therefore causing Allied Residential to work expeditiously to complete the work by the schedule due date; and

**WHEREAS**, The amended contract amount with Allied Residential will be a Not to Exceed \$186,000 for the Initial Program and Income Certification and Leasing Services Contract; now, therefore, be it

***Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:***

The Executive Director be authorized to amend the existing Initial Program and Income Certification and Leasing Services contract to increase the contract value to a Not Exceed \$186,000.

**Approved: September 28, 2016**

  
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Dr. Arthur C. Banks, Chair