

**OFFICIAL FILE COPY
CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA**

Memorandum



Date: October 6, 2022

To: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

From: Daniella Levine Cava
Mayor

A handwritten signature in blue ink that reads "Daniella Levine Cava".

Amended
Agenda Item No. 8(F)(5)

Subject: Request for Additional Expenditure Authority to Contract No. RFP-01132, Section 8
Housing Voucher Services

Resolution No. R-920-22

Summary

This item is requesting additional expenditure authority to continue purchasing Section 8 Housing Voucher services for the Public Housing and Community Development Department (PHCD). The awarded vendor, Nan McKay & Associates Inc. (NMA), manages and operates the voucher program's waiting list, provides intake and new admission services, and conducts on-going tenant services such as annual and interim re-examinations to maintain tenant participation in the program. NMA is paid a fixed percentage of the administrative fees received by PHCD from the United States Department of Housing and Urban Development (HUD) for housing assistance under various programs. The total funding granted to Miami-Dade County (County) for 2022 has increased significantly, therefore the contract allocation needs to be adjusted. This request will allow PHCD to continue offering income-based subsidies to families, veterans, the elderly, and the disabled under the Section 8 Housing Voucher program.

Recommendation

It is recommended that the Board of County Commissioners authorize additional expenditure authority to *Contract No. RFP-01132, Section 8 Housing Voucher Services*, for the Public Housing and Community Development Department. PHCD is requesting a total \$21,194,236 consisting of \$10,847,118 for the first option to renew (OTR) term, and \$10,347,118 for the second OTR term in additional expenditure authority in order to continue purchasing Section 8 Housing Voucher services. Of the total amount requested, \$500,000 will be used to pay the contractor for its services in securing and recruiting landlords to participate in the section 8 Voucher Program. The awarded vendor is local; however, the Small Business Enterprise (SBE) contract measures do not apply due to the federal funding source.

The County awarded this competitively established contract on November 19, 2019 through Resolution No. R-1221-19 for a two-year initial term with three, one-year OTR's. The contract is currently in the first OTR term. The initial term was awarded with an allocation of \$18,305,764. In February of 2021, the contract was modified for an additional expenditure authority through Resolution No. R-104-21 to add services to the contract for the processing of COVID-19 Emergency Rental Assistance Program 2.3 (ERAP 2.3) applications. The Board, through Resolution No. R-104-21, further authorized the County Mayor or County Mayor's designee to apply to and accept from any source additional funds that may become available for emergency rental assistance, and to increase the expenditure authority of any additional funds received, not to exceed ten percent of the amounts received.

Additional expenditure authority is requested to support departmental needs due to several economic factors (i.e. labor, income, affordable housing shortages, etc.) as well as the number of vouchers and total funding granted to the County for 2022 being increased significantly.

Background

The services under this contract are comprised of intake, case management, family self-sufficiency and inspections. NMA manages and operates the voucher program waiting list, provides intake and new admission services and conducts on-going tenant services such as annual and interim re-examinations to maintain tenant participation in the program.

HUD grants funding to Miami-Dade County, as administered by PHCD, specifically for housing assistance under various programs. Accordingly, the County offers income-based subsidies (for affordable, safe, and sanitary housing) to families, veterans, the elderly, and the disabled, under the Housing Choice Voucher (HCV), Mainstream, and Emergency Housing Voucher (EHV) programs. Based on HUD appropriations, and the number of units the County has leased throughout the year, funding amounts/adjustments are determined and granted by the administrative fee rates HUD establishes each calendar year. Throughout the year, the County is notified of the funding after HUD’s analysis of the prior months data. NMA receives a 72.34 percent (cumulative) of the administrative amount PHCD receives from HUD for program services.

Scope

The impact of this item is countywide in nature.

Delegated Authority

The County Mayor or the County Mayor’s designee will have the authority to exercise all provisions of the contract, including any renewals, cancellation or extensions, pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38. The County Mayor or Mayor’s designee is further authorized to negotiate and execute any necessary amendment to the contract relating to the \$500,000 allocation to acquire services in securing and recruiting landlords to participate in the section 8 Voucher Program.

Fiscal Impact/Funding Source

The first OTR expires on December 31, 2022. The contract has a current cumulative allocation of \$42,820,212. The two one-year OTR’s remaining were approved for \$18,305,764 through Resolution No. R-1157-21; therefore, the existing cumulative value of the contract is \$61,125,976. If this request is approved, the contract will have a modified cumulative allocation of \$82,320,212. The requested increase in expenditure authority is based on significant increases in HUD funds to the County and includes \$500,000 to pay the contractor for its services in securing and recruiting landlords to participate in the section 8 Voucher Program. There is no fiscal impact to the general fund as this contract is federally funded.

Department	Existing Cumulative Allocation	Additional Allocation Requested for the First and Second OTR Terms	Modified Cumulative Allocation	Funding Source	Contract Manager
Public Housing and Community Development	\$61,125,976	\$21,194,236	\$82,320,212	Federal Funds	Crystal Coleman
Total:	\$61,125,976	\$21,194,236	\$82,320,212		

Track Record/Monitor

Pearl Bethel of the Strategic Procurement Department is the Procurement Contracting Manager.

Awarded Vendor

Vendor	Principal Address	Local Address	Principal
Nan McKay and Associates, Inc.	1810 Gillespie Way Suite 202	7400 NW 19 Street Miami, FL	Nan A. McKay

Vendor	Principal Address	Local Address	Principal
	El Cajon, CA		

Due Diligence

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine contractor responsibility, including verifying corporate status and review of performance and compliance issues. The lists referenced include convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were adverse findings relating to a fraud charge of one of NMA's employees which were reviewed by staff and satisfactorily addressed by the firm. There were no other adverse finding relating to contractor responsibility.

Applicable Ordinances and Contract Measures

- The two percent User Access Program provision does not apply.
- The Small Business Enterprise contract measures and Local Preference do not apply.
- The Living Wage does not apply as the services are not covered under the Ordinance.



Morris Copeland
Chief Community Services Officer



MEMORANDUM

(Revised)

TO: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

DATE: October 6, 2022

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Amended
Agenda Item No. 8(F)(5)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☐ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____ to approve
- ☒ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Amended
Agenda Item No. 8(F)(5)
October 6, 2022

RESOLUTION NO. R-920-22

RESOLUTION AUTHORIZING ADDITIONAL EXPENDITURE AUTHORITY IN AN AMOUNT UP TO \$21,194,236.00, CONSISTING OF \$10,847,118.00 FOR THE FIRST OPTION TO RENEW TERM AND \$10,347,118.00 FOR THE SECOND OPTION TO RENEW TERM, INCLUDING \$500,000.00 TO ACQUIRE SERVICES IN SECURING AND RECRUITING LANDLORDS TO PARTICIPATE IN THE SECTION 8 VOUCHER PROGRAM, FOR A MODIFIED TOTAL CONTRACT AWARD OF \$82,320,212.00, FOR CONTRACT NO. RFP-01132 FOR THE PURCHASE OF SECTION 8 HOUSING VOUCHER SERVICES FOR THE PUBLIC HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE ALL PROVISIONS OF THE CONTRACT, INCLUDING ANY EXTENSION, RENEWAL OR CANCELLATION PROVISIONS, AND TO NEGOTIATE AND EXECUTE ANY NECESSARY AMENDMENT RELATING TO THE \$500,000.00 ALLOCATION TO ACQUIRE SERVICES IN SECURING AND RECRUITING LANDLORDS TO PARTICIPATE IN THE SECTION 8 VOUCHER PROGRAM PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE AND IMPLEMENTING ORDER 3-38

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. This Board authorizes additional expenditure authority in an amount up to \$21,194,236.00, consisting of \$10,847,118.00 for the first option to renew term and \$10,347,118.00 for the second option to renew term, including \$500,000.00 to acquire services in

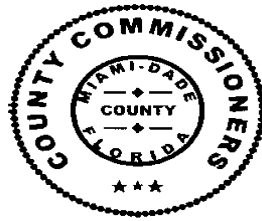
securing and recruiting landlords to participate in the Section 8 Voucher Program, for a modified total contract award of \$82,320,212.00 for Contract No. RFP-01132 for the purchase of Section 8 Housing Voucher Services for the Public Housing and Community Development Department.

Section 2. This Board further authorizes the County Mayor or County Mayor's designee to exercise all provisions of Contract No. RFP-01132, including any extension, renewal or cancellation provisions, and to negotiate and execute any necessary amendment relating to the \$500,000.00 allocation to acquire services in securing and recruiting landlords to participate in the Section 8 Voucher Program during the option to renew periods, pursuant to section 2-8.1 of the Code of Miami-Dade County, Florida and Implementing Order 3-38. A copy of the contract document is on file with and available upon request from the Strategic Procurement Department.

The foregoing resolution was offered by Commissioner **Sally A. Heyman** , who moved its adoption. The motion was seconded by Commissioner **Keon Hardemon** and upon being put to a vote, the vote was as follows:

Jose "Pepe" Diaz, Chairman	aye		
Oliver G. Gilbert, III, Vice-Chairman	absent		
Sen. René García	aye	Keon Hardemon	aye
Sally A. Heyman	aye	Danielle Cohen Higgins	aye
Eileen Higgins	aye	Kionne L. McGhee	aye
Jean Monestime	aye	Raquel A. Regalado	aye
Rebeca Sosa	aye	Sen. Javier D. Souto	aye

The Chairperson thereupon declared this resolution duly passed and adopted this 6th day of October, 2022. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.



MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: **Basia Pruna**
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

A handwritten signature in black ink, appearing to read "E. W. Gonzalez", is written over a horizontal line.

Eduardo W. Gonzalez