

**S U M M A R Y O F B A H F A A P P R O V A L**

Work Item No.:	1630
Consultant:	Housing Inc.
Work Project Title:	BAHFA Doorway Housing Platform User Support
Purpose of Project:	Provide technical support and limited housing counseling support to Bay Area affordable housing seekers and application processing support to Doorway staff.
Brief Scope of Work:	<p>Extend the period of performance by six months and expand the Consultant scope of work for two revised tasks and one new task through a first contract amendment:</p> <ol style="list-style-type: none">1) Discovery and Project Set Up, including development of a referral guide to be used by Consultant during user interactions installation of a customer relations management software tool. July 2025 – August 2025 (original scope not amended)2) Housing Seeker User Support, expanded scope to include phone-in applications. July 2025 – December 2026.3) Feedback, including communicating site feedback from users and regular participation in stakeholder groups. July 2025 – December 2026.4) Application and Lottery Processing, expanded scope to include lottery administration and distribution. July 2025 – December 2026.5) Community Engagement, new task to include marketing and outreach to partners and listing development support. July 2025 – December 2026.
Project Cost Not to Exceed:	<p>Original Contract value: \$300,000</p> <p>First Amendment value: \$228,000.</p> <p>Total amended not-to-exceed contract value: \$528,000</p>
Funding Source:	For First Amendment: Regional Early Action Planning grant of 2021 (REAP 2.0), fund source 3927.



	<p>Total Contract: fund sources are rebalanced so that total value of \$528,000 is:</p> <p>\$400,000 from REAP 2.0 (fund source 3927)</p> <p>\$128,000 from California Housing and Community Development grant (fund source 2409)</p>
Fiscal Impact:	<p>\$300,000 included in BAHFA FY24-25 budget</p> <p>\$228,000 included in BAHFA FY25-26 budget</p>
Motion by Committee:	<p>The BAHFA Oversight Committee is requested to authorize the Executive Director or his designee to negotiate and enter into a first contract amendment in an amount not to exceed \$228,000.00 with Housing Inc. for Doorway platform support, increasing the total contract amount not to exceed \$528,000.</p>
BAHFA Approval:	<p>Belia Ramos Chair, BAHFA Oversight Committee</p>
Approval Date:	<p>February 11, 2026</p>