



SUMMARY OF BAHFA APPROVAL

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> <p>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)</p> <p>2) Housing Seeker User Support, expanded scope to include phone-in applications. July 2025 – December 2026.</p> <p>3) Feedback, including communicating site feedback from users and regular participation in stakeholder groups. July 2025 – December 2026.</p> <p>4) Application and Lottery Processing, expanded scope to include lottery administration and distribution. July 2025 – December 2026.</p> <p>5) Community Engagement, new task to include marketing and outreach to partners and listing development support. July 2025 – December 2026.</p>
Project Cost Not to Exceed:	Original Contract value: \$300,000 First Amendment value: \$228,000. Total amended not-to-exceed contract value: \$528,000
Funding Source:	For First Amendment: Regional Early Action Planning grant of 2021 (REAP 2.0), fund source 3927.



	Total Contract: fund sources are rebalanced so that total value of \$528,000 is: \$400,000 from REAP 2.0 (fund source 3927) \$128,000 from California Housing and Community Development grant (fund source 2409)
Fiscal Impact:	\$300,000 included in BAHFA FY24-25 budget \$228,000 included in BAHFA FY25-26 budget
Motion by Committee:	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.
BAHFA Approval:	Belia Ramos Chair, BAHFA Oversight Committee
Approval Date:	February 11, 2026