

STAFF REPORT
Lancaster Housing Authority

HA CC 1
5/13/2025
TN

Date: May 13, 2025

To: Chair Parris and Housing Authority Members

From: Patti Garibay, Director - Community Development
Nicole Jones, Senior Analyst - Community Development

Subject: Approve Amendment No. 1 to Agreement with LDM Associates, Inc. to Support the Administrative and Implementation Services for the Housing Rehabilitation Program

Recommendation:

1. Approve Amendment No. 1 to Professional Services Agreement with LDM Associates, Inc. to support the Administrative and Implementation Service for the Housing Rehabilitation Program, increase the not to exceed amount to \$603,226, and extend through March 29, 2026.
2. Authorize the Executive Director, or his designee, to execute all related documents.

G.C. Section 84308: No

Fiscal Impact:

\$393,226. Sufficient funds are available in accounts 31422000.5710 (\$133,226) and 10122000.5312 (\$60,000) for the cost of services rendered in the current fiscal year (\$193,226). Services rendered in fiscal year 2025-2026 shall be budgeted from the low/mod fund through the annual budget process.

Background:

The City recognizes the necessity of living in a safe and functional environment. Where possible, the City seeks to assist households in the rehabilitation of their homes. Specifically, this program seeks to assist eligible low-income homeowners with financial assistance to support rehabilitation opportunities. Since 2023, the City of Lancaster has successfully implemented the Housing Rehabilitation Program that includes loans and grants for emergency repairs, mobile home repairs, minor repairs and accessibility needs, major repairs, turf replacement, and beautification.

In March 2023, pursuant to LDM Associates, Inc.'s ("LDM") response to the City's Request for Proposals, the City entered into a Professional Services Agreement with LDM for administrative services in support of the program. The term of the Professional Services Agreement was one year commencing on March 29, 2023, with two one-year extensions available.

The amendment to the professional services agreement with LDM will allow the City to continue utilizing its services to implement and provide administrative services for the program. Some of LDM's responsibilities include, but are not limited to, finalizing the program design, marketing and outreach, application intake and management, reporting and monitoring the program data, and attending meetings as required to properly administer the program.

Funding for the proposed agreement, as well as for the program itself, will be sourced from grant funds designed for affordable housing uses such as this.

Attachments:

1. Lancaster Housing Rehabilitation Program LDM Professional Services Agreement Amendment No.1_05.2025
2. Lancaster Housing Rehabilitation Program LDM Professional Services Agreement 2023_SIGNED