



Berkeley Housing Authority

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## **REQUEST FOR PROPOSAL RFP 2023-03**

### **Housing Choice Vouchers / Project Based Vouchers Consultant Services**

The Berkeley Housing Authority (BHA) is issuing a Request for Proposals from established Housing Choice Voucher (HCV) / Project Based Vouchers (PBV) consulting firms that can commit to providing a very significant number of on-site hours monthly to the agency. While the exact number of hours and the length of the contract has not been determined at this time, the selected consulting firm will collaborate with the Executive Director on a more precise time commitment once a Housing Choice Voucher assessment of needs has been completed.

An expanded description of HCV / PBV consulting expectations and tasks can be found on the agency website at [www.bha.berkeleyca.gov](http://www.bha.berkeleyca.gov). Some of the key work elements will include, but not be limited to, assessing program functions and operations, ensuring SEMAP high-performance, auditing and maintaining quality files, conducting briefings and interim / recertifications, and conducting housing inspections.

An electronic copy of the proposal should be emailed to Stan Quy, President, The Organizational Leadership Edge, at [Squy@cox.net](mailto:Squy@cox.net). Proposals must be submitted by April 17, 2023 at 5:00PM Central Time. Inquiries on the proposal should also be emailed to the same address.

## **BERKELEY HOUSING AUTHORITY POSITION DESCRIPTION**

**Position Title:** Housing Choice Vouchers / Project Based Vouchers Consultant

**Reports to:** Executive Director

**Summary:**

The Human Resources Consultant will provide on-site management and operations oversight of the Housing Choice Vouchers (HCV) and Project Based Vouchers (PBV) for the Berkeley Housing Authority in Berkeley, California.

**Essential Duties and Responsibilities:**

The consulting contract will include, but not be limited to, the key tasks outlined below. The initial meeting with the Executive Director will provide for more specificity on the initial work functions.

Collaborate with the Executive Director on a comprehensive evaluation of the HCV and PBV functions, operations, and workflows.

Provide for a quality control assurance plan that will be utilized to internally measure SEMAP performance and ensure that the agency achieve HUD high-performer status.

Audit the HCV and PBV files and correct any files that are determined to be deficient or otherwise lacking necessary information and documentation.

Maintain the Housing Choice Vouchers wait list and ensure that a minimum of 98% of vouchers are being utilized.

Conduct resident, agent, and landlord briefings, interviews, and orientation meetings with residents, agents, and landlords to review all aspects of contract obligations.

Perform key functions associated with the initial rent calculation and qualification of families in accordance with all applicable regulations and policies.

Complete all interim and recertification documents including all supportive information such as, but not limited to, applications, verifications, forms, and background checks.

Schedule and complete the housing inspection process and maintain quality records of the inspection results.

Provide excellent customer service to residents and landlords to include returning phone calls in no more than 48 hours.

Establish a reporting schedule for meeting with the Executive Director to provide regular briefings on the HCV and PBV programs.