



Legislation Text

File #: 20-600, Version: 1

Memorandum

Date: July 7, 2020

To: The Honorable Moke Simon, Chair, Lake County Board of Supervisors

From: Crystal Markytan, Social Services Director

Subject: Approve Contract between County of Lake and Adams Ashby Group for HOME and CDBG Loan Portfolio Management Services in the amount of \$45,000, from July 1, 2020 to December 31, 2022, and authorize the Chair to sign.

Executive Summary: (include fiscal and staffing impact narrative):

The County currently has a HOME Investment Partnerships (HOME) and Community Development Block Grant (CDBG) loan portfolio containing 67 loans. Each loan requires continuous staff time dedicated to ensuring compliance with Housing and Community Development (HCD) and Department of Housing and Urban Development (HUD) guidelines and regulations. Unfortunately, the Housing division, currently under Social Services, does not have the resources or staff available to ensure loans are current and compliant, and as a result over half of the loan portfolio is out of compliance. This leaves the County at risk for audit findings from HCD, and limits the potential funds to be collected from defaulted loans. Adams Ashby Group manages multiple portfolios for other County and City governments and has extensive experience organizing portfolios, providing assistance and support to borrowers, and creating and maintaining compliance within the portfolio. The services provided under this contract will relieve a huge burden currently on the Housing division, and decrease the potential for issues that may result from a non-compliant portfolio.

Request for Proposals (RFP 19-13) for HOME and CDBG Loan Portfolio Management Services was issued and notices were sent to multiple potential contractors, with Adams Ashby Group as the only proposal received.

If not budgeted, fill in the blanks below only:

Estimated Cost: \$45,000 Amount Budgeted: \$45,000 Additional Requested: Future Annual Cost:

Consistency with Vision 2028 and/or Fiscal Crisis Management Plan (check all that apply):

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input checked="" type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> Revenue Generation |
| | | | <input type="checkbox"/> Cost Savings |

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?
How long has Agreement been in place?
When was purchase last rebid?

Reason for request to waive bid?

Recommended Action: Approve Contract between County of Lake and Adams Ashby Group for HOME and CDBG Loan Portfolio Management Services in the amount of \$45,000, from July 1, 2020 to December 31, 2022, and authorize the Chair to sign.