



NOTICE OF BOARD MEETING

Board of Directors

Director Anne Griffith
Director Mark Tortorich
Director Patricia Wells

In accordance with Article IV, Section 4.11, of the Bylaws of the Oakland Affordable Housing Preservation Initiatives, Inc., NOTICE IS HEREBY GIVEN that the **Special Meeting of the Board of Directors** will be held as follows:

**RAMP BOARD OF DIRECTORS
SPECIAL MEETING**

Monday, April 24, 2023, 5:00 p.m.
1619 Harrison St., Oakland, CA, Board of Commissioners Rm, First Floor.

NOTE: This meeting is accessible via teleconference pursuant to Assembly Bill 2449 [(Rubio) Open meetings: local agencies; teleconferences) (Chapter 285) (2021-2022)

To participate via teleconference, please use the zoom link below.

Join Zoom Meeting Online:

<https://oakha-org.zoom.us/j/8145260332>

ID (access code): 814 526 0332

Meeting Passcode: N/A

To participate by Telephone: 1 (669) 219-2599

ID (access code): 814 526 0332

Meeting Passcode: N/A

If you need special assistance to participate in the meeting, please contact RAMP at (510) 874-1510 (English TTY 510-874-1599). Notification at least 48 hours prior to the meeting will enable RAMP Board of Directors to make reasonable accommodations to ensure accessibility.

All public comment on action items will be taken at the public comment portion of the meeting. You may comment via zoom by “raising your hand” or by submitting an e-mail to publiccomments@oakha.org or call using the zoom participant number.

- You may request to make a public comment by “raising your hand” through Zoom’s video conference or phone feature, as described below. Requests will be received only during the designated times in which to receive such requests and only for eligible Agenda items. Public comments will be subject to the appropriate time limit of three (3) minutes.
- To comment by Zoom video conference, click the "Raise Your Hand" button to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
- To comment by phone, please call on one of the phone numbers listed below. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Please unmute yourself by pressing *6. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.



AGENDA

Special Meeting

April 24, 2023, 5:00 p.m.

- I. Roll Call
(AB 2449 Compliance) The Chair/Clerk of the Board will confirm that there are 3 Directors in the same, properly noticed meeting room within the jurisdiction of the City of Oakland, accessible to the public. Each Director who is accessing the meeting remotely must disclose verbally whether they are requesting to meet remotely under AB2449 due to: (1) just cause (notice required), or (2) emergency circumstances. For “emergency circumstances” the request must be approved by a majority vote of the Board of Commissioners for the emergency circumstance to be used as a justification to participate remotely. All Commissioners meeting remotely must provide a general description of the circumstances relating to need to appear remotely at the given meeting. A Commissioner must also publicly disclose at the meeting prior to any action whether any individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member’s relationship with such individuals.
- II. Approval of Minutes
 - A. The March 16, 2023 Regular Meeting was cancelled, there are no minutes to be approved.
- III. Recognition of people wishing to address the Board of Directors
- IV. Old or Unfinished Business
- V. Modifications to the Agenda
(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists or a need arose after agenda posting.
- VI. New Business
 - A. Resolution authorizing a contract amendment between RAMP Housing, Inc. and Barbara Sanders for project management consulting services for the Oak Grove North and Oak Grove South rehabilitation projects. The amendment would increase the contract amount by \$70,000, to an amount not to exceed \$320,000 and extend the term of the contract through December 31, 2023.

VII. Adjournment

RAMP HOUSING, INC.

DocuSigned by:

tom deloye

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Tom Deloye, Secretary

ITEM: VI.A

RAMP Housing, Inc.
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director



Subject: Consideration of a resolution authorizing the Executive Director to execute an amendment to the project management consulting contract with Barbara Sanders for the Oak Grove North and South rehab project to increase the contract amount by \$70,000, to an amount not to exceed \$320,000, and to extend the term of the contract through December 31, 2023.

Date: April 24, 2023

Purpose: This action will authorize the Executive Director to execute an amendment to the project management consulting contract with Barbara Sanders for the Oak Grove North and South rehab project to increase the contract amount by \$70,000 to an amount not to exceed \$320,000, and to extend the term of the contract through December 31, 2023.

Funding: Funding for Barbara Sanders' ongoing project management services will come from the Oak Grove Senior Housing LP operating budget.

Background:

Barbara Sanders is an experienced independent consultant providing project management services to affordable housing development projects. RAMP Housing, Inc. (RAMP) contracted with Ms. Sanders in 2020 to provide project management services for the substantial renovation of Oak Grove North and South.

On May 5, 2020, the RAMP Board of Directors adopted Resolution No. 20-003, authorizing a contract with Ms. Sanders in an amount not to exceed \$250,000. Under the resolution, the contract was authorized to have a two year initial term and two, six-month option terms. The contract was executed on May 6, 2020, and the second option term is set to expire on May 5, 2023.

Work on the Oak Groves rehab project is nearly complete. Construction was completed in August 2020. The property has been fully re-occupied, and the conversion from construction financing to permanent financing took place in March 2023. However, the need for Ms. Sanders' services will extend past the current expiration of her contract. In particular, Ms. Sanders is assisting the OHA Office of Real Estate Development staff with completing the California Tax Credit Allocation Committee (TCAC) Placed in Service Application and working with the project accountants to obtain the IRS Form 8609, Low-Income Housing Credit Allocation and Certification. Form 8609 must be filed by

Project Management Consulting Contract Amendment
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December 31, 2023, to ensure that the project's tax credit investors get tax credits from the project.

The proposed resolution would authorize the Executive Director to extend the contract with Barbara Sanders through December 31, 2023, and to increase the not-to-exceed amount of the contract by \$70,000, to \$320,000, to pay for project management services over the final eight months of the contract.

Recommended Action:

Staff recommends that the Board of Directors adopt the attached resolution authorizing the Executive Director to execute an amendment to the project management consulting contract with Barbara Sanders for the Oak Grove North and South rehab project to increase the contract amount by \$70,000, to an amount not to exceed \$320,000, and to extend the term of the contract through December 31, 2023.

Attachment: Resolution 20-003
 Resolution

**THE BOARD OF DIRECTORS OF
RAMP HOUSING, INC.**

On Motion of Commissioner: Griffith

Seconded by Commissioner: Tortorich

and approved by the following vote:

AYES: Griffith, Tortorich, Wells

NAYS:

ABSTAIN:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 20-003

**RESOLUTION AUTHORIZING THE NEGOTIATION AND EXECUTION OF A
CONTRACT FOR PROJECT MANAGEMENT SERVICES FOR THE SUBSTANTIAL
REHABILITATION OF THE OAK GROVES WITH BARBARA SANDERS IN THE
TOTAL CONTRACT AMOUNT NOT TO EXCEED \$250,000, FOR A TWO (2) - YEAR
INITIAL TERM WITH TWO (2) 6-MONTH OPTION TERMS.**

WHEREAS, a Request for Proposals for a Development Consultant to assist with project management duties and oversight of the Oak Groves substantial rehabilitation was issued on January 13, 2020 under the auspices of Oakland Affordable Housing Preservation Initiatives (OAHPI); and

WHEREAS, OAHPI and RAMP have similar procurement policies; and

WHEREAS, the RFP was sent to eight (8) prospective consultants with substantial project management experience in the Bay Area; and

WHEREAS, no responses were received by the due date, January 29, 2020; and

WHEREAS, the due date was extended and no responses were received by the extended date; and

WHEREAS, the need for services from a development consultant persists; and

WHEREAS, staff contacted Barbara Sanders the week of March 30, 2020; and

WHEREAS, Ms. Sanders has 30 years of affordable housing project management experience, including a specific expertise in resident occupied rehabilitation projects; and

WHEREAS, the scope of services that Ms. Sanders would be contracted for are identical to the scope in the January 13, 2020 RFP; and

WHEREAS, Ms. Sanders' fee will not exceed \$250,000 for project management services for Oak Groves; and

WHEREAS, pursuant to Paragraph I.C.4 of the RAMP Procurement Policy dated December 13, 2018, all administrative procedures have been followed, including approval of this procurement by the Executive Director; and

WHEREAS, it may be beneficial in the future for RAMP to assign this contract to RHI Oak Groves GP LLC or Oak Groves Senior Housing LP.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
RAMP HOUSING, INC.:**

THAT, Patricia Wells, the Executive Director of RAMP, shall be authorized to negotiate and execute a contract for project management services for the substantial rehabilitation of the Oak Groves with Barbara Sanders in the total contract amount not to exceed \$250,000, and;

THAT, the contract will include a two (2) year initial term with two (2) six-month option terms, and;

THAT, the Executive Director may assign the contract between Ms. Sanders and RAMP to RHI Oak Groves GP LLC or Oak Groves Senior Housing LP, and take any and all other necessary actions on behalf of RAMP consistent with this resolution.

*I certify that the foregoing resolution is a full, true and correct copy
of a resolution passed by the Board of Directors of RAMP Housing, Inc.*



Bridget Galka, Secretary

ADOPTED: May 5, 2020

RESOLUTION NO. 20-003

**THE BOARD OF DIRECTORS OF
RAMP Housing, Inc.**

On Motion of Director:

Seconded by Director:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AMENDMENT TO
THE PROJECT MANAGEMENT CONSULTING CONTRACT WITH BARBARA
SANDERS FOR THE OAK GROVE NORTH AND SOUTH REHAB PROJECT TO
INCREASE THE CONTRACT AMOUNT BY \$70,000 TO AN AMOUNT NOT TO
EXCEED \$320,000, AND TO EXTEND THE TERM OF THE CONTRACT THROUGH
DECEMBER 31, 2023**

WHEREAS, Barbara Sanders is an experienced independent consultant providing project management services to affordable housing development projects; and

WHEREAS, RAMP Housing, Inc. (RAMP) contracted with Ms. Sanders in 2020 to provide project management services for the substantial renovation of Oak Grove North and South; and

WHEREAS, on May 5, 2020, the RAMP Board of Directors adopted Resolution No. 20-003, authorizing a contract with Ms. Sanders in an amount not to exceed \$250,000; and

WHEREAS, under Resolution No. 20-003, the contract was authorized to have a two year initial term and two, six-month option terms; and

WHEREAS, the contract was executed on May 6, 2020, and the second option term is set to expire on May 5, 2023; and

WHEREAS, the need for Ms. Sanders' services will extend past the current expiration of her contract; and

WHEREAS, Ms. Sanders is assisting the OHA Office of Real Estate Development staff with completing the California Tax Credit Allocation Committee (TCAC) Placed in Service

Application and working with the project accountants to obtain the IRS Form 8609, Low-Income Housing Credit Allocation and Certification.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF RAMP HOUSING, INC.:

THAT, the Executive Director of RAMP Housing, Inc., shall be authorized to execute an amendment to the project management consulting contract with Barbara Sanders for the Oak Grove North and South rehab project to increase the contract amount by \$70,000, to an amount not to exceed \$320,000, and to extend the term of the contract through December 31, 2023; and

THAT, the Executive Director of RAMP Housing, Inc., is hereby authorized to take all actions necessary to implement the foregoing resolution and to execute all documents that she may deem necessary in order to effect the purposes of this Resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of RAMP Housing, Inc.

Tom Deloye, Secretary

ADOPTED:

RESOLUTION NO.