

COMMUNITY DEVELOPMENT AUTHORITY
CITY OF WEST ALLIS
RESOLUTION NO: 1491
DATE ADOPTED: March 5, 2025

Resolution to consider a professional service sole source contract with Lutheran Social Services to provide service coordination of a Family Self- Sufficiency Program as part of the Housing Choice Voucher Program and Veterans Affairs Supportive Housing programs in the amount of \$110,000.

WHEREAS, the Community Development Authority of the City of West Allis (the “Authority”), serves as the administrator of 466 voucher of the Housing Choice Voucher Program and 172 Veterans Affairs Supporting Housing (VASH) Programs that provide rent assistance to income qualifying individuals;

WHEREAS, the Housing Choice Voucher Program and VASH are funded annually by a grant contract from the Housing and Urban Development (HUD);

WHEREAS, under the Housing Choice Voucher Program and VASH, HUD is requiring the implementation of a Family Self-Sufficiency (FSS) Program in which case management is provided to participating individuals to help improve life skills and provide economic assistance to enhance an individual's position;

WHEREAS, the FSS program has a goal to provide FSS coordination for 30 or more individuals;

WHEREAS, an FSS program would be funded through the administrative fees generated by servicing current rent assistance vouchers and administrative fee reserve account.

WHEREAS, the Executive Director is recommending a professional sole source contract with Lutheran Social Services per the scope of services hereby attached as Attachment A – Scope of Services and per the budget hereby Attachment B – Budget.

WHEREAS, the funding for the contract with Lutheran Social Services would be supported by an allocation of funds from the Administrative Fee Reserve for the Voucher program.

NOW, THEREFORE, BE IT RESOLVED by the Community Development Authority of the City of West Allis as follows:

1. Resolution to consider a professional service sole contract with Lutheran Social Services to provide service coordination of a Family Self-Sufficiency Program as part of the Housing Choice Voucher and Veterans Supportive Housing programs in the amount of \$110,000.
2. WHEREAS, the Community Development Authority of the City of West Allis (the “Authority”), services as the administrator of 466 vouchers of Housing Choice Voucher Program and 172 Veterans Affairs Supportive Housing (VASH) Programs that provide rent assistance to income qualifying individuals;

3. WHEREAS, the Housing Choice Voucher Program and VASH are funded annually by a grant contract from Housing and Urban Development (HUD);
4. WHEREAS, under the Housing Choice Voucher Program and VASH, HUD is requiring the implementation of a Family Self-Sufficiency Program (FSS) in which case management is provided to participating individuals to help improve life skills and provide economic assistance to enhance an individual's position;
5. WHEREAS, the FSS program has a goal to provide FSS coordination for 30 or more individuals;
6. WHEREAS, A FSS program would be funded through the administrative reserve fees generated by servicing current rent assistance vouchers and administrative fee reserve account.
7. WHEREAS, the Executive Director is recommending a professional sole source contract with Lutheran Social Services per the scope of services hereby attached as Attachment A – Scope of Services and per the budget hereby attached Attachment B – Budget.
8. WHEREAS, the funding for the contract with Lutheran Social Services would be:

BE IT FURTHER RESOLVED, that the City Attorney be and is hereby authorized to make such non-substantive changes, modifications, additions and deletions to and from the various provisions of the Assignment and Assumption Agreement and Amendment, including any and all attachments, exhibits, addendums and amendment, as may be necessary and proper to correct inconsistencies, eliminate ambiguity and otherwise clarify and supplement said provisions to preserve and maintain the general intent thereof, and to prepare and deliver such other and further documents as may be reasonably necessary to complete the transactions contemplated therein.

BE IT FURTHER RESOLVED, that the Executive Director, or his designee, be and is hereby authorized and directed to enter into a professional service contract up to \$110,000 with Lutheran Social Services to provide service coordination of a family Self-Sufficiency Program.

Approved: _____
Patrick Schloss, Executive Director