

RAMP Housing, Inc.

A California NonProfit Public Benefit Corporation

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 **REGULAR Meeting of the Board of Directors** will be held as follows:

RAMP BOARD OF DIRECTORS REGULAR MEETING

**Monday, October 11, 2021, 4:30 p.m. or
Immediately at the conclusion of the OAHPI meeting**

Tele-Conference

NOTE: Pursuant to Assembly Bill No.361 [(Chapter 165, Statutes of 2021) approved by the Governor on September 16, 2021)] a local legislative body is authorized to hold public meetings remotely via teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during proclaimed state emergencies, and make public meetings accessible "via a call-in option or an internet-based service option" to all members of the public seeking to access and attend the meeting, offer public comment, and address the legislative body.

Join Zoom Meeting Online:

<https://oakha-org.zoom.us/j/92862706068?pwd=a0JDZmFHcXZkVzR5TTThWSW1XaDliZz09>

ID (access code): 928 6270 6068

Meeting Passcode: 586550

To participate by Telephone: 1 (699) 900-9128

Meeting ID (access code): 928 6270 6068

Meeting Passcode: 586550#

If you need special assistance to participate in the meeting, please contact RAMP at (510) 874-1510 (English TTY 800-618-4781). Notification at least 48 hours prior to the meeting will enable OAHPI 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.

RAMP HOUSING, INC.

AGENDA

Regular Meeting

October 11, 2021

4:30 p.m. or

Immediately after OAHPI Meeting

- I. Roll Call
- II. Approval of Minutes
 - A. Approval of Minutes of the Annual Board Meeting of June 21, 2021
- 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. Consideration of a resolution to approve the FY 2022 Annual Operating Budget for Oak Grove Senior Housing, L.P.
 - B. Consideration of a resolution authorizing the Executive Director to execute an amendment to the unarmed security guard contract with A1 Protective Services, Inc. for the Oak Grove North and South Project to increase the contract amount from \$250,000 to a maximum contract fee of \$337,230.46.
- VII. Adjournment

RAMP HOUSING, INC.



Duane Hopkins, Secretary

RAMP HOUSING, INC.

DRAFT

MINUTES OF ANNUAL MEETING

BOARD OF DIRECTORS OF THE RAMP HOUSING, INC.

Monday, June 21, 2021

Annual Meeting

NOTE: In accordance with Governor Newsom's issued Executive Order N-29-20, dated March 17, 2020, Suspending Brown Act Requirements for public meetings due to Coronavirus (COVID-19), a local legislative body is authorized to hold public meetings via teleconferencing and make public meetings accessible "telephonically or electronically" to all members of the public seeking to observe and to address the legislative body.

Dominica Henderson called the meeting to order at 7:07 p.m.

I. Roll Call

Present 3 - Director Tortorich, Director Wells, and Director Griffith joined the meeting via teleconference.

II. Approval of the Minutes for February 9, 2021

Director Griffith made the motion to approve the minutes. It was seconded by Director Tortorich. This item was approved by consent.

III. Recognition of people wishing to address the Board of Directors

None

IV. Old or Unfinished Business

None

V. Modifications to the Agenda

There were no modifications to the Agenda.

VI. New Business

- A. Consideration of a resolution authorizing the Executive Director to execute an amendment to the environmental consulting contract with Rincon Consultants Inc. for the Oak Grove North and South Project to increase the contract amount from \$895,547.50 to a maximum contract fee of \$1,093,619.50.

Duane Hopkins presented this action item for consideration by the board authorizing the Executive Director to amend the environmental consulting contract with Rincon Consultants, Inc. increasing the contract amount by \$198,072 from \$895,547.50 to \$1,093,619.50 for the Oak Groves Senior Housing Rehabilitation project.

Director Tortorich made the motion to approve the environmental consulting contract resolution increasing and amending the contract. The motion was seconded by Director Griffith. This item was approved by consent.

- B. Consideration of a resolution authorizing the Executive Director to amend the architectural and engineering services contract with Okamoto-Saijo Architecture to increase the contract amount from \$1,241,105 to a maximum contract fee of \$1,260,105 for the Oak Groves Senior Housing rehabilitation project.

Duane Hopkins presented this action item for consideration by the board authorizing the Executive Director to amend the Architectural and Engineering Services contract with Okamoto-Saijo Architecture increasing the contract amount by \$19,000 from \$1,241,105 to \$1,260,105 for the Oak Groves Senior Housing Rehabilitation project. The architect, who has been working on the Oak Grove project since 2016, has been flexible in dealing with the COVID challenges and restraints that have caused increased fees and delays from the beginning of construction.

Director Griffith made the motion to approve the architectural resolution increasing and amending the contract. The motion was seconded by Director Tortorich. This item was approved by consent.

- C. Consideration of a resolution to appoint a new Secretary of RAMP Housing, Inc., Duane Hopkins, to replace Bridget Galka.

Duane Hopkins introduced for consideration a resolution authorizing RAMP Housing, Inc., to appoint a new Secretary to replace Bridget Galka. It was recommended that the Board of Directors appoint Duane Hopkins as Secretary for the remainder of the term previously held by Bridget Galka ending on June 30, 2022.

Director Tortorich made the motion to approve the RAMP Housing, Inc., resolution and was seconded by Director Griffith. This item was approved by consent.

D. Distribution of Annual Conflict of Interest Statements.

Director Wells requested that all members of the Board of Directors review and complete the Conflict of Interest form and return to Yamilette Mendoza.

There were no further questions from the board.

VII. Recognition of persons wishing to address the Board

There were no persons wishing to address the RAMP Housing, Inc. Board.

VIII. Adjournment


There being no further business to come before the Board, the meeting was moved to adjourn by Director Griffith and seconded by Director Tortorich. The meeting adjourned at 7:19 p.m.

RAMP HOUSING, INC.

Duane Hopkins, Secretary

RAMP Housing, Inc.
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Consideration and Approval of the Oak Groves Senior Housing, L.P. 2022 Annual Operating Budget

Date: October 4, 2021

Purpose: This memorandum forwards for your consideration a resolution to approve the Oak Groves Senior Housing, L.P. 2022 annual operating budget.

Background:

The John Stewart Company, the management agent for Oak Groves Senior Housing, L.P., has prepared an annual operating budget for 2022 for Oak Groves Senior Housing. The following is a recap of the proposed estimated revenue and expenditures:

Category	2021 Budget Annual	2022 Budget Annual	2022 Increase (Decrease)	2022 Percent Increase (Decrease)
Project Revenue				
Total Gross Income Potential	\$3,375,564	\$3,569,496	\$193,932	5.75%
Total Vacancies and Concessions	-\$167,125	-\$107,085	60,040	35.93%
Total Other Income	\$5,223	\$4,476	-\$747	-14.30%
TOTAL REVENUE	\$3,213,662	\$3,466,887	\$253,225	7.88%
Project Expenses				
Total Administrative Expenses	\$456,481	\$440,630	-\$15,581	-3.47%
Total Utilities	\$205,559	\$207,638	\$2,079	1.01%
Total Operating and Maintenance Expenses	\$464,880	\$454,404	-\$10,476	-2.25%
Total Taxes and Insurance	\$408,434	\$493,820	\$85,386	20.91%
Total Non-Deferred Financial Expense	\$4,000	\$493,390	\$493,390	12235%
Total Service Expense	\$20,000	\$18,000	-\$2,000	-10.00%
Total Corporate Expenses	\$800	\$800	\$0	0.00%
Total Reserve Expenditures	\$0	\$0	\$0	0.00%
TOTAL OPERATING EXPENSES	\$1,560,154	\$2,109,182	\$549,028	35.19%

OPERATING INCOME (LOSS)	\$1,653,508	\$1,357,705	-\$295,803	-17.89%
Total Other Cash (Available) Requirements	\$90,600	\$293,797	\$203,197	224.28%
TOTAL CASH FLOW	\$1,562,908	\$1,063,908	-\$499,000	

Attachments: Oak Groves Senior Housing, L.P. FY 2022 Annual Operating Budget Resolution



Proposed Annual Operating Budget

<i>Property Name</i>	Oak Groves Senior Housing
<i>Number of Units</i>	151 Units
<i>Number of Assisted Units</i>	149 Units
<i>Budget Year End</i> <i>(Enter MMDD/YYYY)</i>	12/31/2022
<i>Property Street Address</i>	620 17th St. & 570 16th St
<i>Property City, State, Zip</i>	Oakland CA 94612
<i>Property Owner</i>	Oak Groves Senior Housing LP
<i>Regional Manager</i>	Tamia Kirkpatrick
<i>Property Manager</i>	Laura Askew
<i>Staff Accountant</i>	Helen Shek
<i>Prepared by:</i>	Tamia Kirkpatrick
<i>Date Prepared</i>	8/15/2021
<i>Status of This Budget</i>	Proposed
<i>Approved by:</i>	<hr/>

Oak Groves Senior Housing

Annual Operating Budget for the Year Ending

December 31, 2022

Status: Proposed

Prepared: August 15, 2021

Acct#	Account Name	2021 Forecast Annual	2021 Budget Annual	2022 Budget Annual	2022 Pro Forma	2022 Increase (Decrease)	2022 Percent Increase (Decrease)
PROJECT REVENUE							
Gross Income Potential							
5120-000	Rental Income - Tenant	684,425	574,524	684,425	661,832	109,901	19.13%
5122-000	Housing Authority Income	1,909,624	2,801,040	2,885,071	2,821,493	84,031	3.00%
Total Gross Income Potential		2,594,049	3,375,564	3,569,496	3,483,325	193,932	5.75%
Vacancies and Concessions							
5220-000	Vacancy-Residential	-249,741	-167,125	-107,085	-175,110	60,040	-35.93%
5250-000	Rental Concessions	-21,540	0	0	0	0	0.00%
Total Vacancies and Concessions		-271,281	-167,125	-107,085	-175,110	60,040	-35.93%
Financial Revenue							
Total Financial Revenue		0	0	0	0	0	0.00%
Other Income							
5910-000	Laundry Income	3,260	3,592	3,260		-332	-9.24%
5920-000	NSF & Late Charges	96	200	96		-104	-52.00%
5925-000	Keys	120	250	120		-130	-52.00%
5930-000	Clean/Damage/Maintenance	594	1,181	1,000		-181	-15.33%
Total Other Income		4,070	5,223	4,476	18,882	-747	-14.30%
TOTAL REVENUE		2,326,838	3,213,662	3,466,887	3,327,097	253,225	7.88%
PROJECT EXPENSES							
Marketing Expenses							
6250-000	Marketing-Credit Reports	24	0	500		500	0.00%
Total Marketing Expenses		24	0	500		500	0.00%
Administrative Expenses							
6310-000	On-Site Administrative PR	105,935	112,000	108,682		-3,318	-2.96%
6311-000	Office Expenses	15,613	17,929	18,467		538	3.00%
6319-000	Payroll Processing Fee	6,331	6,882	7,201		319	4.64%
6320-000	Management Fees	115,523	124,113	127,827		3,714	2.99%
6325-000	Outside Consultant	7,500	15,000	0		-15,000	-100.00%
6330-000	Payroll - Manager	67,588	69,524	73,014		3,490	5.02%
6331-000	Administrator's Unit	10,764	16,536	16,536		0	0.00%
6340-000	Legal/Mediation Expenses	4,050	7,200	6,200		-1,000	-13.89%
6350-000	CPA/Audit Services	18,252	18,504	18,800		296	1.60%
6351-000	Bookkeeping Services	13,009	10,343	16,344		6,001	58.02%
6360-000	Tel. & Answering Service	15,587	15,359	16,055		696	4.53%
6362-000	Cable TV	2,755	2,000	3,436		1,436	71.80%

Oak Groves Senior Housing

Annual Operating Budget for the Year Ending

December 31, 2022

Status: Proposed
 Prepared: August 15, 2021

Acct#	Account Name	2021 Forecast Annual	2021 Budget Annual	2022 Budget Annual	2022 Pro Forma	2022 Increase (Decrease)	2022 Percent Increase (Decrease)
6370-000	Collection Loss	1,248	2,500	1,285		-1,215	-48.58%
6385-000	Mileage/Travel	490	600	600		0	0.00%
6390-000	Misc. Admin. Expenses	-1,738	6,200	3,000		-3,200	-51.61%
6390-010	Bank Charges	2,190	4,380	2,256		-2,124	-48.50%
6391-000	Penalties & Fines	4,248	8,500	4,375		-4,125	-48.52%
6392-000	Seminars / Training	2,353	3,800	3,800		0	0.00%
6396-000	Computer Charges	12,381	15,111	12,752		-2,359	-15.61%
Total Administrative Expenses		404,079	456,481	440,630		-15,851	-3.47%
Utilities							
6450-000	Electricity	44,948	59,253	59,253		0	0.00%
6451-000	Water	50,462	77,000	77,000		0	0.00%
6452-000	Gas	17,813	28,306	29,155		849	3.00%
6453-000	Sewer	36,056	41,000	42,230		1,230	3.00%
Total Utilities		149,279	205,559	207,638		2,079	1.01%
Operating and Maintenance Expenses							
6510-000	Payroll - Maintenance	79,712	96,900	27,993		-68,907	-71.11%
6510-010	PR - Maint. Supervisor	0	0	64,241		64,241	0.00%
6512-000	Payroll - Janitor	91,052	90,687	92,347		1,660	1.83%
6515-000	Janitorial Supplies	7,534	9,000	9,270		270	3.00%
6517-000	Janitorial Contract	648	1,300	1,300		0	0.00%
6519-000	Pest -Supp & Contracts	8,253	12,367	12,378		11	0.09%
6521-000	Oper/Maint Rent Free Unit	10,764	16,536	16,536		0	0.00%
6525-000	Garbage Removal	65,497	61,411	67,462		6,051	9.85%
6529-000	Fire Alarm Contract	15,168	30,340	31,549		1,209	3.98%
6532-000	Security Supplies	3,148	4,000	4,000		0	0.00%
6533-000	Fire Protection Expenses	2,904	1,930	2,991		1,061	54.98%
6537-000	Landscape Contracts	5,100	15,000	15,000		0	0.00%
6541-000	Repairs Materials/Supp	12,241	12,500	12,500		0	0.00%
6542-000	Repairs Contract	16,858	27,000	17,364		-9,636	-35.69%
6543-000	Plumbing Maintenance	9,000	18,000	9,270		-8,730	-48.50%
6544-000	Electrical Maintenance	648	1,300	1,300		0	0.00%
6545-000	Elevator Maintenance	26,377	26,000	26,780		780	3.00%
6546-000	Heating/Cooling Repairs	6,498	13,000	9,600		-3,400	-26.15%
6553-000	Appliance Repairs	396	800	3,000		2,200	275.00%
6560-000	Deco/Painting Contract	1,068	2,140	2,140		0	0.00%
6561-000	Deco/Painting Supplies	1,746	3,500	3,500		0	0.00%
6569-000	COVID-19 Pandemic	10,253	10,000	8,000		-2,000	-20.00%
6573-000	Uniforms/Laundry	9,545	6,169	11,883		5,714	92.62%
6590-000	Miscellaneous Maintenance	2,662	5,000	4,000		-1,000	-20.00%
Total Operating and Maintenance Expenses		387,072	464,880	454,404		-10,476	-2.25%

Oak Groves Senior Housing

Annual Operating Budget for the Year Ending

December 31, 2022

Status: Proposed

Prepared: August 15, 2021

Acct#	Account Name	2021 Forecast Annual	2021 Budget Annual	2022 Budget Annual	2022 Pro Forma	2022 Increase (Decrease)	2022 Percent Increase (Decrease)
Taxes and Insurance							
6710-000	Real Estate Taxes	21,000	42,000	0		-42,000	-100.00%
6711-000	Payroll Taxes	29,530	30,637	32,383		1,746	5.70%
6720-000	Property Insurance	368,796	254,104	379,860		125,756	49.49%
6721-000	Fidelity Bond	143	113	147		34	30.35%
6722-000	Workers Comp.	10,731	11,599	11,926		327	2.82%
6723-000	Health Ins. / EE Benefits	54,444	60,506	62,178		1,672	2.76%
6723-010	401K Matching/EE Benefits	6,974	9,475	7,326		-2,149	-22.69%
Total Taxes and Insurance		491,618	408,434	493,820		85,386	20.91%
Non Deferred Financial Expense							
6802-000	Insurance Claims Expense	1,998	4,000	0		-4,000	-100.00%
6820-000	Interest on Mortgage	0	0	493,390	493,390	493,390	0.00%
Total Non Deferred Financial Expense		1,998	4,000	493,390	493,390	489,390	12234.75%
Service Expense							
6993-000	Misc. Recreation Exp.	11,301	20,000	18,000		-2,000	-10.00%
Total Service Expense		11,301	20,000	18,000		-2,000	-10.00%
Corporate Expenses							
7131-000	State Income Tax	1,196	800	800		0	0.00%
Total Corporate Expenses		1,196	800	800		0	0.00%
Reserve Expenditures							
7220-000	Appliance Replacements	5,911	0	0		0	0.00%
Total Reserve Expenditures		5,911	0	0		0	0.00%
TOTAL OPERATING EXPENSES		1,452,478	1,560,154	2,109,182	1,956,626	549,028	35.19%
OPERATING INCOME (LOSS)		874,360	1,653,508	1,357,705	1,370,471	-295,803	-17.89%
OTHER CASH REQUIREMENTS							
	Reserve Funding	0	90,600	90,600	90,600	0	0.00%
	Mortgage Principal	0	0	203,197	203,197	203,197	0.00%
Total Other Cash (Available) Requirements		0	90,600	293,797	293,797	203,197	224.28%
TOTAL CASH FLOW		874,360	1,562,908	1,063,908	1,076,674	-499,000	
Before allowance for Depreciation, amortization and Deferred Financial Expenses							

Oak Groves Senior Housing

Annual Operating Budget for the Year Ending

December 31, 2022

Status: Proposed

Prepared: August 15, 2021

Acct#	Account Name	2021 Forecast Annual	2021 Budget Annual	2022 Budget Annual	2022 Pro Forma	2022 Increase (Decrease)	2022 Percent Increase (Decrease)
Debt Service Coverage Ratio							
	Principal and Interest	N/A	N/A	696,587	696,587	696,587	
	Reserves	0	90,600	90,600	90,600	0	
	NOI (Add int+reserve + Corp Expenses)	883,465	1,658,308	1,851,895	1,863,861	193,587	
	Debt Service Coverage	N/A	N/A	2.66	2.68		
	DCR Inc Reserves	N/A	N/A	2.35	2.37		
	DCR Inc. Reserves, P&I and Corp Exp	N/A	N/A	2.35	2.37		
	Vacancy Percentage (Vacancy / Scheduled Gross)	10.46%	4.95%	3.00%	5.03%		
NET CASH SURPLUS (DEFICIT)		874,360	1,562,908	1,063,908	1,076,674	-499,000	
after allowance for deferred financial expenses, depreciation and amortization							

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

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**A RESOLUTION TO APPROVE THE 2022 ANNUAL OPERATING BUDGET
FOR OAK GROVES SENIOR HOUSING LP**

At a duly constituted meeting of the Board of Directors of RAMP Housing Inc., a California nonprofit public benefit corporation (the "Corporation"), held on October 11, 2021, the following resolution was adopted:

WHEREAS, the Board of Directors must approve the 2022 annual operating budget for Oak Groves Senior Housing, L.P.; and

WHEREAS, the proposed 2022 annual budget for Oak Groves Senior Housing, L.P. was provided to the Board of Directors; and

WHEREAS, the Board of Directors has reviewed the proposed 2022 annual operating budget for the property owned by Oak Groves Senior Housing, L.P.; and

WHEREAS, the Board of Directors has determined that the fiscal year 2022 budget reflects a reasonable budget for operating Oak Groves Senior Housing, L.P.

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

THAT, the proposed 2022 annual operating budget for Oak Groves Senior Housing, L.P. is hereby approved for submission to the Limited Partner and lenders for their review, comment and approval; and

THAT, the 2022 operating budget can be approved and finalized without further action by the Board of Directors if the treasurer deems that modifications to the operating budget that may be required due to project-related regulatory documents and/or comments received by the Limited Partner and/or lender are acceptable; and

THAT, this resolution shall become effective immediately.

*I certify that the foregoing is a full, true and correct
copy of a resolution passed by the Board of Directors of
RAMP, Inc. on October 11, 2021*

Duane A. Hopkins, Secretary

ADOPTED:

RESOLUTION NO.

**RAMP Housing, Inc.
MEMORANDUM**

To: Board of Directors

From: Patricia Wells, Executive Director

Subject: Consideration of a resolution authorizing the Executive Director to amend the contract with A1 Protective Services Inc. to increase the security guard contract amount for the Oak Groves senior housing rehabilitation project from \$250,000 to \$337,230.46

Date: September 27, 2021

Purpose: This action will increase the budget for the A1 Protective Services, Inc. contract from \$250,000 to \$337,230.46.

Funding: The source of funding to cover the increased amount of \$87,230.46 is the U.S. Bank construction loan. The project is over 90% complete and there is approximately \$989,000 in project contingency available.

Background

After issuing RFP 18-004 and conducting a competitive solicitation, the Oakland Housing Authority (OHA) retained A1 Protective Services, Inc. to provide unarmed security guard services for four (4) Oakland Housing Authority administrative facilities.

RAMP Housing, Inc., used the OHA procurement of A1 Protective Services, Inc. to satisfy the requirements of the RAMP procurement policy and retained A1 Protective Services, Inc. to provide security at the Oak Grove North and Oak Grove South sites during their rehabilitation. A contract for \$250,000 was executed for July 1, 2020 through December 31, 2021.

Due to recent break-ins at Oak Grove South, additional guards have been added 7 days per week resulting in increased expenses. Anticipated expenses through December, when all residents are expected to have been moved back in, total \$104,600. There is \$17,369.54 remaining in the contract. Therefore, the net increase to the budget is \$87,230.46 for a total contract amount of \$337,230.46.

Recommended Action

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to amend the A1 Protective Services, Inc. agreement for unarmed

security guard services at the Oak Grove senior housing rehabilitation project to increase the contract amount from \$250,000 to \$337,230.46.

Attachment: Resolution

**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 AMEND THE A1 PROTECTIVE
SERVICES, INC. CONTRACT TO INCREASE THE CONTRACT AMOUNT FROM
\$250,000 TO \$337,230.46 FOR THE OAK GROVES SENIOR HOUSING
REHABILITATION PROJECT**

WHEREAS, after issuing RFP 18-004 and conducting a competitive solicitation, the Oakland Housing Authority (OHA) retained A1 Protective Services, Inc. to provide unarmed security guard services for four (4) Oakland Housing Authority administrative facilities; and

WHEREAS, RAMP Housing, Inc. used the OHA procurement of A1 Protective Services, Inc. to satisfy the requirements of the RAMP procurement policy and retained A1 Protective Services, Inc. to provide such security at the Oak Groves Senior Housing Rehabilitation Project sites during rehabilitation activities; and

WHEREAS, a contract for \$250,000 was executed for July 1, 2020 through December 31, 2021; and

WHEREAS, due to recent break-ins at the Oak Groves, additional guards have been added 7 days per week resulting in additional expenses; and

WHEREAS, anticipated expenses through December 2021 total \$104,600; and

WHEREAS, there is \$17,369.54 remaining in the contract budget; and

WHEREAS, the net increase is, therefore, \$87,230.46; and

WHEREAS, the source of funding to cover the increase of \$87,230.46 is the U.S. Bank construction loan, the project is over 90% complete, and there is approximately \$989,000 in project contingency available.

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

THAT, the Executive Director of RAMP Housing, Inc., is hereby authorized to amend the A1 Protective Services, Inc. contract to increase the contract amount from \$250,000 to \$337,230.46 for the Oak Groves Senior Housing Rehabilitation Project; 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. on .*

Duane Hopkins, Secretary

ADOPTED:

RESOLUTION NO.