



City of Galveston

Grants & Housing Department Staff Report

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June 25, 2020

To: Brian Maxwell, City Manager
Hon. Mayor and City Council Members

From: Alice T. Law, Director of Grants & Housing

RE: **Consider for Approval Funding for Temporary Staffing from Robert Half International/Accountemps in the Services Assistance for the Grants and Housing Department.**

I. Background

- A. The Grants and Housing Dept. requires additional staffing levels to properly implement and conduct applicant intake for the City's approved HUD funded projects. Due to increased funding from the CARES Act CDBG-CV and waivers in the HOME Program, the City has approved or is in the process of approving added projects for short-term rental assistance, testing for COVID-19 in coordination with UTMB, subsistence payments for homeowner mortgages, COVID-19 tracer work, and non-profit homeless assistance.
- B. These projects require a greater need for processing the services and intake for applicants, expediting the applicant intake, and increased project oversight and reporting to ensure HUD regulations and guidelines are met.
- C. The Dept. has determined that the need for additional staffing would be for a limited period, due to the deadline for the HOME Program waivers for the short-term rental assistance is only through December 31, 2020 and the subsistence payments for homeowner mortgages are allowed for only three (3) months. In addition, the remaining projects are expected to reach full capacity during this period of time.

II. Current Situation

- A. For this limited period, the Human Resources Dept. advised to use the City's contract with Robert Half International/Accountemps through HGAC Purchasing Cooperative, Contract # TS06-17 to provide staff support for the intake and processing of applicants. Using the HGAC Cooperative Purchasing Contract gives the discounted pricing; thus, saving the City on personnel expenses.
- B. The Grants and Housing Dept. is proposing to utilize two (2) to three (3) temporary staffing positions as needed during this period until approximately December 31, 2020. The estimated total cost is \$52,000.



III. Issues

- A. Cost – Costs are eligible under the CDBG-CV and HOME Programs and funding is available for additional staff to implement the projects.
- B. Term – The Dept. needs the staffing to administer the projects in a more timely manner and ensure HUD regulations and guidance are met.

IV. Recommendation

- A. Approve the Funding for Temporary Staffing from Robert Half International/Accountemps in the Services Assistance for the Grants and Housing Department in the amount not to exceed \$52,000.

V. Fiscal Impact Report

Requested by:	Alice T. Law, Director of Grants & Housing
Funding Source:	U.S. Dept. of Housing & Urban Development (HUD) 2020 Community Development Block Grant-CV Program and 2019 and 2020 HOME Investment Partnerships Program
Costs of implementation:	Total \$52,000

Respectfully Submitted,



Alice T. Law

Director of Grants & Housing