

# Plan BayArea

TO: Administration Committee

DATE: February 6, 2013

FR: Executive Director

W.I. 1611

RE: Purchase Orders – Bay Area Regional Prosperity Plan Project:  
Working Group Co-Chair Stipends (\$120,000)

This memorandum seeks Committee approval for six \$20,000 stipend payments for a total of \$120,000 in the form of six purchase orders to Bay Area Regional Prosperity Plan Project Working Group Co-Chairs as provided below:

<i>Working Group</i>	<i>Co-Chair Organization</i>	<i>Amount</i>
Economic Prosperity Working Group	Cindy Chavez, Working Partnerships, USA, San Jose, CA	\$20,000
Economic Prosperity Working Group	Jim Wunderman, Bay Area Council, San Francisco, CA	\$20,000
Housing Working Group	Peter Cohen, Council of Community Housing Organizations, San Francisco, CA	\$20,000
Housing Working Group	Evelyn Stivers, Non-Profit Housing Association of Northern California, San Francisco, CA	\$20,000
Equity Collaborative	Dawn Phillips, Just Cause::Causa Justa, San Francisco and Oakland, CA	\$20,000
Equity Collaborative	Belen Seara, Urban Habitat, Oakland CA	\$20,000
<b>TOTAL</b>		<b>\$120,000</b>

**Background:**

The Bay Area Regional Prosperity Plan (Prosperity Plan) is a three-year initiative funded by a \$5 million grant from the U.S. Department of Housing and Urban Development (HUD) Sustainable Communities Partnership Program to MTC and ABAG. MTC is the fiscal sponsor for the project. The Prosperity Plan will build on local and regional planning efforts such as the FOCUS program and Plan Bay Area.

The Prosperity Plan will implement the following three inter-connected work tasks:

- **Economic Opportunities Strategy** – create a regional approach for expanding economic opportunities for low-and moderate-income workers in the Bay Area, and fund pilot projects to demonstrate successful approaches.
- **Housing the Workforce Initiative** – provide tools and resources for housing production and preservation in transit-served areas, support neighborhood stabilization in communities at risk of displacement, and fund pilot projects to demonstrate successful approaches.

- **Equity Initiative** – in coordination with the other working groups, integrate equity principles in the development and implementation of the Prosperity Plan, and fund pilot projects to demonstrate successful approaches.

Consistent with the grant application and approved work plan, MTC and ABAG have formed the following working groups and committees to implement the Prosperity Plan, and engage local and regional stakeholders in developing the recommendations:

- **Economic Prosperity Working Group (EPWG)** – is composed of non-profit and community-based organizations, labor and business groups, and economic development and workforce training agencies. The EPWG will provide oversight on the economic prosperity work plan, direct technical research and analysis, conduct additional outreach, and develop guidelines for pilot projects. The EPWG has three co-chairs, one each from a public agency, non-profit organization and community-based organization.
- **Housing Working Group (HWG)** – is composed of non-profit and community-based organizations, housing authority staff, and tenant rights groups. The HWG will provide oversight on the Housing the Workforce Initiative, advise staff and consultants on technical research and analysis, conduct additional outreach, and develop guidelines for pilot projects. The HWG also has three co-chairs, one each from a public agency, non-profit organization and community-based organization.
- **Equity Collaborative (EC)** – is composed of non-profit and community-based organizations that serve under-represented and disadvantaged communities in the region. The EC will coordinate outreach, engagement and capacity-building activities that complement the work of the other two working groups. The EC has two co-chairs, one each from a non-profit organization and community-based organization.
- **Plan Steering Committee** – is composed of MTC Commissioners, ABAG Board members, community-based organizations, philanthropic organizations, and co-chairs of the three working groups. The Committee will provide oversight on the overall project, develop recommendations on sub-grants and pilot projects for approval by MTC, oversee an extensive community engagement process, and explore future funding opportunities.

Working group co-chairs, for the first year, were identified in the HUD grant application. Working group co-chairs will rotate annually. To support and encourage the participation of public agencies as well as non-profit (NPO) and community-based organizations (CBO) in the process, the Prosperity Plan budget includes a total of \$480,000 in stipends over three years for working group co-chairs. These funds will be used to cover staff time and direct expenses associated with working group co-chair duties. Per the HUD grant, each co-chair's organization will be eligible to receive up to \$20,000 per year depending on how many co-chairs request stipends in each of the years.

### **Recommendation**

Staff is requesting authorization for the Executive Director or his designee to issue purchase orders for the stipend payments to each of the six organizations listed above for a total of \$120,000 consistent with the work plan and budget approved by HUD.



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Steve Heminger

VS:SH

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Purchase Order

Work Item No.: 1611

Organization: Working Partnerships, USA, San Jose, CA

Work Title: Regional Prosperity Plan: Working Group Co-Chair Stipends

Purpose of Agreement: To assist MTC and ABAG with implementation of the Prosperity Plan work plan and manage the working group process.

Brief Scope of Work: Manage monthly working group meetings; participate in bi-weekly Joint Projects Team meetings; participate in bi-monthly Steering Committee meetings; support outreach and engagement activities of the project; and provide technical input and feedback on all key deliverables for the project.

Cost Not to Exceed: \$20,000 for one year term.

Funding Source: US Department of Housing and Urban Development Bay Area Regional Prosperity Plan Grant

Fiscal Impact: A total of \$480,000 is included in the project budget for co-chair stipends over the three year grant period.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and issue a purchase order to Working Partnerships, USA, to serve as the co-chair for the Economic Prosperity Working Group as described above and in the Executive Director's February 6, 2013 memorandum and the Chief Financial Officer is authorized to set aside funds not to exceed \$20,000 for such purchase order.

Administration Committee: \_\_\_\_\_  
Dave Cortese, Chair

Approved: Date: February 13, 2013

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Purchase Order

Work Item No.: 1611

Organization: Bay Area Council, San Francisco, CA

Work Title: Regional Prosperity Plan: Working Group Co-Chair Stipends

Purpose of Agreement: To assist MTC and ABAG with implementation of the Prosperity Plan work plan and manage the working group process.

Brief Scope of Work: Manage monthly working group meetings; participate in bi-weekly Joint Projects Team meetings; participate in bi-monthly Steering Committee meetings; support outreach and engagement activities of the project; and provide technical input and feedback on all key deliverables for the project.

Cost Not to Exceed: \$20,000 for one year term.

Funding Source: US Department of Housing and Urban Development Bay Area Regional Prosperity Plan Grant

Fiscal Impact: A total of \$480,000 is included in the project budget for co-chair stipends over the three year grant period.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and issue a purchase order to Bay Area Council to serve as the co-chair for the Economic Prosperity Working Group as described above and in the Executive Director's February 6, 2013 memorandum and the Chief Financial Officer is authorized to set aside funds not to exceed \$20,000 for purchase order.

Administration Committee: \_\_\_\_\_  
Dave Cortese, Chair

Approved: Date: February 13, 2013

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Purchase Order

Work Item No.: 1611

Organization: Council of Community Housing Organizations, San Francisco, CA

Work Title: Regional Prosperity Plan: Working Group Co-Chair Stipends

Purpose of Agreement: To assist MTC and ABAG with implementation of the Prosperity Plan work plan and manage the working group process.

Brief Scope of Work: Manage monthly working group meetings; participate in bi-weekly Joint Projects Team meetings; participate in bi-monthly Steering Committee meetings; support outreach and engagement activities of the project; and provide technical input and feedback on all key deliverables for the project.

Cost Not to Exceed: \$20,000 for one year term.

Funding Source: US Department of Housing and Urban Development Bay Area Regional Prosperity Plan Grant

Fiscal Impact: A total of \$480,000 is included in the project budget for co-chair stipends over the three year grant period.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and issue a purchase order to Council of Community Housing Organizations to serve as the co-chair for the Housing Working Group as described above and in the Executive Director's February 6, 2013 memorandum and the Chief Financial Officer is authorized to set aside funds not to exceed \$20,000 for such purchase order.

Administration Committee: \_\_\_\_\_  
Dave Cortese, Chair

Approved: Date: February 13, 2013

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Purchase Order

Work Item No.: 1611

Organization: Non-Profit Housing Organization of Northern California, San Francisco, CA

Work Title: Regional Prosperity Plan: Working Group Co-Chair Stipends

Purpose of Agreement: To assist MTC and ABAG with implementation of the Prosperity Plan work plan and manage the working group process.

Brief Scope of Work: Manage monthly working group meetings; participate in bi-weekly Joint Projects Team meetings; participate in bi-monthly Steering Committee meetings; support outreach and engagement activities of the project; and provide technical input and feedback on all key deliverables for the project.

Cost Not to Exceed: \$20,000 for one year term.

Funding Source: US Department of Housing and Urban Development Bay Area Regional Prosperity Plan Grant

Fiscal Impact: A total of \$480,000 is included in the project budget for co-chair stipends over the three year grant period.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and issue a purchase order to Non-Profit Housing Organization of Northern California to serve as the co-chair for the Housing Working Group as described above and in the Executive Director's February 6, 2013 memorandum and the Chief Financial Officer is authorized to set aside funds not to exceed \$20,000 for such purchase order.

Administration Committee:

\_\_\_\_\_  
Dave Cortese, Chair

Approved:

Date: February 13, 2013

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Purchase Order

Work Item No.: 1611

Organization: Just Cause::Causa Justa, San Francisco and Oakland, CA

Work Title: Regional Prosperity Plan: Working Group Co-Chair Stipends

Purpose of Agreement: To assist MTC and ABAG with implementation of the Prosperity Plan work plan and manage the working group process.

Brief Scope of Work: Manage monthly working group meetings; participate in bi-weekly Joint Projects Team meetings; participate in bi-monthly Steering Committee meetings; support outreach and engagement activities of the project; and provide technical input and feedback on all key deliverables for the project.

Cost Not to Exceed: \$20,000 for one year term.

Funding Source: US Department of Housing and Urban Development Bay Area Regional Prosperity Plan Grant

Fiscal Impact: A total of \$480,000 is included in the project budget for co-chair stipends over the three year grant period.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and issue a purchase order to Just Cause::Causa Justa to serve as the co-chair for the Equity Collaborative as described above and in the Executive Director's February 6, 2013 memorandum and the Chief Financial Officer is authorized to set aside funds not to exceed \$20,000 for such purchase order.

Administration Committee: \_\_\_\_\_  
Dave Cortese, Chair

Approved: Date: February 13, 2013

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Purchase Order

Work Item No.: 1611

Organization: Urban Habitat, Oakland, CA

Work Title: Regional Prosperity Plan: Working Group Co-Chair Stipends

Purpose of Agreement: To assist MTC and ABAG with implementation of the Prosperity Plan work plan and manage the working group process.

Brief Scope of Work: Manage monthly working group meetings; participate in bi-weekly Joint Projects Team meetings; participate in bi-monthly Steering Committee meetings; support outreach and engagement activities of the project; and provide technical input and feedback on all key deliverables for the project.

Cost Not to Exceed: \$20,000 for one year term.

Funding Source: US Department of Housing and Urban Development Bay Area Regional Prosperity Plan Grant

Fiscal Impact: A total of \$480,000 is included in the project budget for co-chair stipends over the three year grant period.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and issue a purchase order with Urban Habitat to serve as the co-chair for the Equity Collaborative as described above and in the Executive Director's February 6, 2013 memorandum and the Chief Financial Officer is authorized to set aside funds not to exceed \$20,000 for such purchase order.

Administration Committee: \_\_\_\_\_  
Dave Cortese, Chair

Approved: Date: February 13, 2013