



# AGENDA REPORT

Department

<b>DATE:</b>	October 7, 2025
<b>TO:</b>	Chair Martinez and Members of the Board of Commissioners of the Richmond Housing Authority (RHA)
<b>FROM:</b>	Nannette Beacham, Director of Economic Development Antoinette Terrell, RHA Executive Director Gregory Palomino, Administrative Assistant
<b>Subject:</b>	Contract with BDO USA for U.S. Department of Housing and Urban Development (HUD) Operating Subsidy Calculations
<b>FINANCIAL IMPACT:</b>	The proposed \$13,000 expenditure will be funded through the through the U.S. Housing and Urban Development annual allocation of Operating Subsidy and rent from Public Housing residents. The total cost shall not exceed \$13,000 for a two-year period and is included within the approved Fiscal Year 2025-2026 budget and will be budgeted accordingly in subsequent fiscal year budgets (Account String: 44545191 – 400201).
<b>PREVIOUS COUNCIL ACTION:</b>	None.
<b>STATEMENT OF THE ISSUE:</b>	The Richmond Housing Authority (RHA) is required to prepare and submit annual subsidy calculations to HUD. If the calculations are not accurate or are incorrectly submitted, federal funding can be reduced or lost.

<b>RECOMMENDED ACTION:</b>	ADOPT a resolution and APPROVE a contract with BDO USA to calculate and submit subsidy calculations for the Richmond Housing Authority for calendar years 2026 and 2027, with the contract commencing October 7, 2025, and ending December 31, 2027 – Richmond Housing Authority (Nannette Beachem/Antoinette Terrell/Greg Palamino 510-621-1300).
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**DISCUSSION:**

The Richmond Housing Authority (RHA), like all Public Housing Authorities, is required to annually submit operating grant subsidy calculations to the U.S. Department of Housing and Urban Development (HUD) to determine its eligibility and funding under the Operating Fund program.

The accuracy of this data is paramount to RHA’s funding. The complexity of these calculations, which are subject to frequent changes in HUD’s regulations and methodologies, necessitates specialized expertise to maximize our funding eligibility. BDO USA will assist by identifying and properly accounting for all eligible expenses and “add-ons” in accordance with HUD’s regulations. BDO USA has also successfully supported RHA in preparing and submitting these calculations in prior years. To avoid risk of losing HUD funding, subsidy calculations must be submitted on time. BDO is best positioned as a sole source vendor given their knowledge of RHA finances and proven success with past HUD filings. Contracting with a new vendor would cause delays and jeopardize timely submission (Attachment 1).

RHA is recommending adoption of a resolution to approve a contract with BDO USA for an amount not to exceed \$13,000 commencing October 7, 2025, and terminating on December 31, 2027 (Attachments 2 and 3).

**DOCUMENTS ATTACHED:**

- Attachment 1 – BDO Sole Source
- Attachment 1 – BDO Resolution
- Attachment 2 – BDO Contract