

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: September 24, 2024

Item Details

Presenter(s): Marla Y. Newman, Director

Department(s): Community Development & Neighborhood Connections (CDNC)

Requested Motion

Motion to approve a Multi-Year Contract with Rebuilding Together of the Triangle, to administer the Apex Cares Rehabilitation Program, effective October 1, 2024 through September 30, 2027, and to authorize the Town Manager, or their designee, to execute on behalf of the Town, and approve the corresponding Budget Ordinance Amendment No. 2.

Approval Recommended?

Yes

Item Details

In February 2021, Town Council adopted an Affordable Housing Plan. The Plan contained a recommendation to create a program to assist low-income homeowners with repairs and deferred maintenance to extend the livability and safety of their homes, and preserve naturally occurring affordable housing. The Apex Cares program was established in 2022 to achieve this objective and Rebuilding Together of the Triangle (RTT) was selected to administer the program. Program administration consisted of:

- Program marketing
- Applications and eligibility certifications
- Home assessments and scopes of work preparation
- General contracting and project management
- Project closeout, reporting and invoicing

Since program inception, RTT has assisted thirty (30) Apex homeowners with repairs ranging from kitchen and bathroom floor replacements to roof replacements and tub-to-shower conversions. These services had a total cost of \$751,937, of which RTT raised and contributed \$197,825 to the project. These actions by RTT were necessitated by the increased cost of materials, which limited the amount of repair work that could be

undertaken within the current \$20,000 program cap. Taking this initiative also proved the organization's commitment to serving low-income residents and its willingness to go above and beyond to do so.

As the current RTT contract was nearing completion, CDNC issued a Request for Proposals on February 5, 2024 to solicit parties to administer the Apex Cares program. RTT submitted the most responsive and responsible proposal.

Rebuilding Together of the Triangle will perform the following Scope of Services under a new 3-year contract based on the revised Apex Cares guidelines:

- Applications and eligibility certifications
- Home assessments and scopes of work preparation
- Loan closings and recording (forgivable loans and recoverable grants only)
- General contracting and project management
- Project closeout, reporting and invoicing

The estimated annual administrative fee will not exceed \$167,500 and the annual program cost will not exceed \$625,000, for a total not-to-exceed contract amount of \$792,500. The administrative fee and program cost are based on a maximum of ten (10) homes repaired under each of the four (4) types contained in the Apex Cares Homeowner Rehabilitation Program modifications. The contract amount for the period of three years will not exceed \$2,377,500.

Remaining funding needed for the contract will come from the Affordable Housing Fund balance.

Attachments

- CN3-A1: Contract - Rebuilding Together of the Triangle - Apex Cares Program Administration
- CN3-A2: Budget Ordinance Amendment No. 2 - Contract Multi-Year - Rebuilding Together of the Triangle

