



MEMO TO CITY COUNCIL

Request to Include Topic on the City Council Agenda

From: Dave Miles **Meeting Date:** Sept 21, 2021
Presenter: Dave Miles **Estimated Time:** 10 mins
Topic: Emergency Housing Assistance Program Funding Recommendation

Recommended Council Action:

Update and recommend that Council award American Rescue Plan Act (ARPA) funding in the amount of \$250,000 to Jesse Tree to administer the Emergency Housing Assistance Grant Program to qualified Meridian residents.

Background:

The Council directed that a portion of the city's allotment of ARPA funding be directed to address emergency housing assistance. Accordingly, an RFP was developed and issued for qualified organizations to submit proposals, with an emphasis placed on expertise, project scope, utilization of funds to meet project objectives, and goals and anticipated outcomes.

The RFP was issued on September 1st, with responses due no later than September 16th. Two organizations responded to the RFP, Jesse Tree and Ada County Housing Authority.

A scoring committee, made of staff members from Finance, Economic Development, CDBG and the Mayor's Office reviewed applications and provided scoring based on a rubric, and met to discuss any questions and outliers. Both organizations requested the full amount of funding available (\$250,000). While the Committee felt that both organizations were qualified and capable of managing the project, it was determined that Jesse Tree had the best application and targeted approach to address emergency housing assistance in Meridian. They highlighted an emphasis on utilization of funds, speed to deploy services, and ability to serve a greater number of potential households.

Specifically, Jesse Tree's response stated that the full \$250,000 would be used for "direct assistance", while only \$220,000 of Ada County Housing Authority's would be used, the remaining \$30,000 would be directed to "Personal" (\$20,000) and "Administrative" (\$10,000) costs. In addition, Jesse Tree showed that they were prepared to start deploying funds fully in Quarter One, while Ada County Housing Authority needed some time to get their program going.

It is recommended that Council award Jesse Tree the contract to administer the Emergency Housing Assistance Grant Program. The anticipated timeline for the next steps is as follows:

- By October 4th, Jesse Tree negotiate and sign a written agreement with the City for use of the Emergency Housing Assistance Program funds.
- October 11th, City Council approve the Agreement.

- October 12th, Jesse Tree starts to implement the Emergency Housing Assistance Program.
- By September 30, 2023, Emergency Housing Assistance funds are expended and reporting is complete per the, yet to be executed, Agreement and all applicable ARPA rules.

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