



Office of the Town Manager
Frank Cassidy

Warrenton Town Council
Carter Nevill, Mayor
Heather Sutphin, Ward 1
William Semple, Ward 2
Brett Hamby, Ward 3
James Hartman, Ward 4 Vice Mayor
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

STAFF REPORT

Council Meeting Date:	February 13 th , 2024.
Agenda Title:	Affordable Housing RFI- Conclusion
Requested Action:	Recognize the RFI Project is Completed
Department / Agency Lead:	Town Council
Staff Lead:	Frank Cassidy, Town Manager

EXECUTIVE SUMMARY

On July 11, 2023, the Town Council appropriated \$250,000 of their American Rescue Plan Act (ARPA) funds towards Affordable Housing. On August 11, 2023, the Town released a Request for Information (RFI) on Affordable Housing from the community. The Town received five responses with three seeking monetary support. After reviewing the three projects, Habitat for Humanity's was the only one that met the necessary criteria which includes: Within Town Limits, their ability to comply with reporting requirements, and the project to be completed by December 2024. Therefore, we are pleased to award Habitat for Humanity \$250,000 towards their Affordable Housing Initiative. The Town will continue to work with all of their partners on Affordable Housing and Neighborhood Revitalization Initiatives.

This completes the RFI Project.

BACKGROUND

At the July 11th, 2023, Regular Town Council Meeting, The Town Council met to discuss the allocation of \$250,000 dollars of American Rescue Plan Act funds not previously allocated. The agenda item titled Beneficial use of funds was spearheaded by Councilman David McGuire.

In response to that agenda item, Councilmen Jay Heroux drafted a Request for Information (RFI) with a proposed option for the process to review and distribute the funds. The Town Council directed staff to make some changes to the initial proposal and release the RFI to the public for responses.

The Town Council heard from multiple constituents including representatives from Habitat for Humanity and Community Touch.

The RIF was distributed on August 9th, 2023, with a due date of August 24th, 2023.

Five proposals were received by Staff for review.

Of the five proposals, only three proposals were requesting funds. Of the three proposals, Habitat for Humanity was the only proposal that met the criteria set by the Council for the request.

The Town Council directed staff to “Dedicate the remaining unappropriated ARPA funds to affordable housing and accessibility initiatives focused on the best use of these funds for maximum benefit, requiring collaboration with existing entities and initiatives, including but not limited to Habitat for Humanity and the First Baptist Church, which will meet all of the requirements for distribution.

STAFF RECOMMENDATION

Proceed with an MOU and all subsequent necessary documentation for presentation, reporting, and delivery of ARPA funds in the total of \$250,000 to Habitat for Humanity; and close the RFI Project.

Service Level/Collaborative Impact

This collaborative impact has been immense. Multiple departments have worked to review the proposals including- the Town Council, the Town Manager’s office, Communications, Finance, Legal, Town Clerk, Public Works, Public Utilities, and more. This team effort showcased the collaborative nature of Staff, Elected officials, and Community partners to develop affordable housing in our Town.

Policy Direction/Warrenton Plan 2040

Affordable housing is a component called out in Plan Warrenton, 2040. This plan will help to work towards items:

H-1: Ensure equitable, attainable housing opportunities across residents of all ages, incomes, and abilities by catering to the needs of a diverse community, including young families, professionals early in their careers, essential workforce, and those entering retirement.

H-3: Preserve existing neighborhoods and promote infill that supports the character and heritage of Warrenton.

Fiscal Impact

\$250,000 will be allocated to Habitat for Humanity for ARPA funds. Additional costs for administration and review of the proposals and implementation of the program have occurred but have been allocated to the hours of staff time already budgeted.

Legal Impact

No additional Legal impact is expected at this time.

ATTACHMENTS

1.