



Office of the Town Manager

Frank Cassidy

# **STAFF REPORT**

## **Warrenton Town Council**

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Jay Heroux, Ward 5

Paul Mooney, At Large

David McGuire, At Large

<b>Council Meeting Date:</b>	September 12 <sup>th</sup> , 2023.
<b>Agenda Title:</b>	Affordable Housing
<b>Requested Action:</b>	Receive an update from the Interim Town Manager on the RFI project for affordable housing.
<b>Department / Agency Lead:</b>	Town Manager
<b>Staff Lead:</b>	Frank Cassidy

## **EXECUTIVE SUMMARY**

---

### **BACKGROUND**

---

At the July 11<sup>th</sup>, 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 Councilmen David McGuire.

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

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.”

This Policy direction from the Town Council requires staff to establish a process to review and distribute the funds.

One council member, Mr. Jay Heroux created 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 RIF was distributed on August 9<sup>th</sup>, 2023 with a due date of August 24<sup>th</sup>, 2023.

Five proposals were received by Staff for review.

### **STAFF RECOMMENDATION**

---

### **Service Level/Policy Impact**

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**

Allocation of ARPA funds and the subsequent reporting as well as the staff time required to create and implement the program.

### **Legal Impact**

No Legal impact has been identified at this time.

---

## **ATTACHMENTS**

---

1. Town of Warrenton, Warrenton Virginia, Request for Information on Affordable Housing.
2. ARPA Subrecipient Guide.
3. Subrecipient information and Pre-Award Risk Assessment.
4. Subrecipients information.
5. Submissions received.