



Takoma Park City Council Meeting – July 19, 2023 Agenda Item 5

Work Session

Contract for the Administration of the Rental Assistance Program and the Emergency Assistance Program

Recommended Council Action

Approve a Contract with Ministries United Silver Spring Takoma Park (MUSST) for the purpose of administering the rental assistance program and emergency assistance program.

Context with Key Issues

In 2001, the City Council established an Emergency Assistance Fund to assist residents. In 2009, the City issued an RFP for a non-profit to oversee the fund (including any city contributions, which in 2019 was \$30,000). Ministries United Silver Spring Takoma Park (MUSST) was selected as the non-profit to oversee the fund. This was renewed in 2014. MUSST has continued to serve as the non-profit who assists the City in disbursing assistance funds and qualifying residents.

In FY22, community grants funding (including the Emergency Assistance Fund) was moved to the American Rescue Plan Act (ARPA) fund from the general fund. \$250,000 was allocated for emergency assistance in Fiscal Years 2022, 2023, and 2024. MUSST was tasked with continuing to distribute funds and qualify individuals for assistance. MUSST also provides extra capacity to qualify residents for assistance and also assists with connecting residents with County and non-profit assistance. This includes providing intake services, reviewing pay stubs, income, and qualifying documents, providing referrals and coordinating with local non-profits and County services, and providing information to City staff.

To continue to operate the Emergency Assistance Fund and disburse ARPA funds for this purpose, City staff are proposing a contract where MUSST is paid 10% of the ARPA funds (\$25,000). MUSST will then oversee the Emergency Assistance program, which provides emergency financial assistance to low-income residents who face foreclosure, high utility bills, medical needs, and other needed assistance. MUSST will be reimbursed for these payments up to \$75,000.

MUSST will also qualify residents to receive rental assistance to prevent eviction. This program is paid out by the City but MUSST works to qualify residents and coordinates payments from non-profit and County services to extend the value of our dollars and prevent an eviction. The Rental Assistance Program is budgeted at \$150,000.

Council Priority

Engaged, Responsive, Service-Oriented Government; Community Development for an Improved and Equitable Quality of Life

Environmental Considerations

No direct environmental considerations.

Fiscal Considerations

The contract for administration of the program and applicant qualification is \$25,000. The City will reimburse up to \$75,000 in qualified expenses passed through to residents for the emergency assistance fund.

Racial Equity Considerations

This contract will allow the City to continue to offer low-income residents who face emergencies assistance to avoid evictions or foreclosure, going without medicine, or addressing high utility bills.

Attachments and Links

Ordinance 2009-58

Ordinance 2014-26

Draft Ordinance

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2009-58
CONTRACT FOR SERVICES FOR EMERGENCY ASSISTANCE FUND**

WHEREAS, Takoma Park Council Resolution 2001-11 authorized the establishment of the Takoma Park Emergency Assistance Fund (the "Fund") to provide emergency financial assistance to eligible city residents; and

WHEREAS, financial support for the Fund is provided through voluntary tax deductible donations from City residents made through the City's annual stormwater fee billing system; and

WHEREAS, the Council provided additional financial support to the Fund by allocating \$15,000 in the FY 2010 budget; and

WHEREAS, in accordance with approved procurement procedures, a Request for Proposals for the required services was issued in August 2009 to local social services organizations; and

WHEREAS, because of limited response, the Request for Proposals was reissued in September 2009; and

WHEREAS, the City received two proposals by the established deadline; and

WHEREAS, each of the organizations submitting a proposal was interviewed and references were contacted; and

WHEREAS, Ministries United Silver Spring Takoma Park, Inc. (MUSST) was determined to have submitted the most responsive proposal and was found to be the most qualified organization to administer the Fund.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager is hereby authorized to enter into a 12-month contract for services with Ministries United Silver Spring Takoma Park, Inc. (MUSST) to administer the Takoma Park Emergency Assistance Fund and provide desired services to qualified Takoma Park residents.

SECTION 2. The City Manager is further authorized to renew, as appropriate, such contract for up to three additional 12-month terms.

SECTION 3. This Ordinance shall become effective upon adoption.

ADOPTED this 23rd day of November, 2009 by roll call vote as follows:

AYE: Williams, Wright, Clay, Snipper, Schultz

NAY: None

ABSTAIN: None

ABSENT: Seamens, Robinson

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2014-26

**AWARDING A CONTRACT FOR SERVICES FOR
THE EMERGENCY ASSISTANCE FUND**

WHEREAS, the City of Takoma Park's Emergency Assistance Fund provides financial support to income eligible residents in crisis; and

WHEREAS, in accordance with the City's procurement procedures, a Request for Proposals was issued on March 18, 2014 for purposes of contracting with firm to perform services required in the implementation of the Emergency Assistance Fund; and

WHEREAS, a single proposal was received by the April 14, 2014 deadline from Ministries United Silver Spring Takoma Park (MUSST), and

WHEREAS, the Housing and Community Development Department has recommended the award of said contract for services to MUSST based upon its past performance administering the fund and the continued affordability of its services.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager is hereby authorized to enter into a one-year contract with Ministries United Silver Spring Takoma Park for services required for the administration of the Emergency Assistance Fund.

SECTION 2. The City Manager is further authorized to renew, as appropriate, such contract for up to three additional one-year terms.

SECTION 3. This Ordinance shall become effective immediately.

ADOPTED this 28th day of April, 2014 by roll-call vote as follows:

AYE: Williams, Grimes, Male, Stewart, Seamens, Smith, Schultz

NAY: None

ABSTAIN: None

ABSENT: None

Introduced by:

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE 2023-XX

**AUTHORIZING A CONTRACT
FOR ADMINISTRATION OF THE RENTAL ASSISTANCE PROGRAM AND THE
EMERGENCY ASSISTANCE PROGRAM**

WHEREAS, Ministries United Silver Spring and Takoma Park (“MUSST”) has qualified and overseen the administration of the Emergency Assistance Program since 2014; and

WHEREAS, the prior agreement between the City and MUSST expired; and

WHEREAS, the City desires to retain MUSST to assist it in the administration of the City’s Rental Assistance Program and Emergency Assistance Program.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND, THAT:

SECTION 1 The City Manager or their designee is authorized to enter into a contract with MUSST for the purpose of the administration of the Rental Assistance Program and the Emergency Assistance Program.

SECTION 2, This Ordinance shall become effective upon adoption.

Adopted by the Council of the City of Takoma Park this ____ day of _____, 2023 by roll-call vote as follows:

AYE:

NAY:

ABSENT:

ABSTAIN: