

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2022-35

CONTRACT FOR DIRECT CASH ASSISTANCE PROGRAM

WHEREAS, the City of Takoma Park City Council approved \$2,300,000 for the Direct Cash Assistance Program using funding received through the American Rescue Plan Act (ARPA) grant award; and

WHEREAS, the ARPA Manager developed a request for proposals (RFP) and posted RFP # ARPA-2022-07-11 on June 17, 2022; and

WHEREAS, one proposal was received in response to the RFP from LiveStories, an eligible contractor type as defined in the RFP; and

WHEREAS, the eligible contractor will partner with a local non-profit organization, Shepherd's Table, to ensure there is robust community representation in program marketing, outreach and support, and to provide participants with a safe, secure physical location to disburse grant funds; and

WHEREAS, after evaluation, staff recommends awarding a contract to LiveStories based on the merits of the proposal submitted which includes an end-to-end solution for the administration and management of the program, a sound work plan, experience working with local governments and federal grant programs (including ARPA), and significant experience in the administration of direct assistance programs; and

WHEREAS, community outreach is essential to the recruitment efforts for this program, the contractor will work with Shepherd's Table and City staff to identify other local nonprofits to assist in marketing and outreach activities to ensure that targeted households are made aware of the program and the application requirements; and

WHEREAS, the contractor will refer program applicants to other resources if additional support is needed by an applicant; and

WHEREAS, the contractor will initiate marketing of the program by September 2022 and begin distribution of funds to eligible residents as applications are submitted.

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

SECTION 1. The City Manager is authorized to enter into a contract with the LiveStories for the administration and implementation of the ARPA-funded Direct Cash Assistance Program in the amount of \$149,900.

SECTION 2. This Ordinance shall become effective upon adoption.

ADOPTED this 27th day of July, 2022 by roll-call vote as follows:

AYE: Stewart, Kovar, Dyballa, Kostiuk, Seamens, Smith, Searcy

NAY: None

ABSTAIN: None

ABSENT: None