



Legislation Details (With Text)

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Title:	Contract Award: Household Emergency Relief Program Administration and Outreach Assistance				
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Date	Ver.	Action By	Action	Result
10/3/2022	1	City Council		

Submitted by: Patrick Paschall
Submitting Department: Finance
Agenda Section: Action

Item Title:

Contract Award: Household Emergency Relief Program Administration and Outreach Assistance

Suggested Action:

I move the Mayor and Council allocate an amount NTE \$100,000 to Hyattsville Community Development Corporation (HCDC) to administer Hyattsville Household Emergency Relief Program including an additional amount NTE \$50,000 to also administer Hyattsville Outreach and Application Assistance Program for a total of \$150,000 to administer both programs and to ensure relief programs are accessible for all communities within the City. The contract with the Hyattsville Community Development Corporation is contingent upon the review and approval by the City Attorney for legal sufficiency.

Summary Background:

The City of Hyattsville has been awarded \$17.9 million under the American Rescue Plan Act, which is intended to be used for reinvestment back into our community focusing both on immediate pandemic-related needs of our community and addressing structural barriers that were exacerbated during the pandemic.

In early 2022, the City conducted an extensive outreach process to hear from the community about pandemic-related emergency relief needs, in an effort to tailor relief programs to the needs of our community. Through our public engagement process, we heard from over 400 unique individuals provide feedback via community listening sessions, an online feedback form, paper requests for feedback mailed to each home, and other outreach methods.

We learned that the pandemic has impacted segments within our community significantly, with an array of pandemic related harms reported, ranging from economic impact of job loss and trouble paying regular household bills, to difficulty accessing food assistance, childcare needs, mental health care, and dozens of other identified needs.

In response, the City Council developed a household emergency relief program, designed to provide financial relief to

households within the City that experienced negative economic consequences during the pandemic. In September 2022 the City published two Notices of Funding Availability, one for the administration of the household emergency relief program, and one for outreach and application assistance to help residents apply for emergency relief funds.

Upon review of applications submitted, by a committee of City staff under the direction of the Treasurer, staff recommends awarding both grants to the Hyattsville Community Development Corporation. This organization is well positioned to work closely with City staff to administer the Household Emergency Relief Program and quickly provide relief to Hyattsville families while complying with all necessary federal laws and regulations.

City staff will work with Hyattsville CDC to establish an application process, ensure compliance with federal rules regarding eligibility and documentation, conduct outreach to residents, and provide assistance with completing and submitting applications for assistance.

Next Steps:

The City will enter into contracts with Hyattsville CDC (upon review and approval by the City Attorney) to execute the programs described. The City will initially transfer \$50,000 to Hyattsville CDC upon contract execution for the administration the program. After 12 weeks of program administration, and upon satisfactory performance in the opinion of the City Treasurer, the City will release the second \$50,000 payment for program administration.

Upon launch of applications (expected Mid-October) the City will release the first payment of \$100,000 to Hyattsville CDC for award payments to households. Future payments will be released in payments of \$100,000 upon request from Hyattsville CDC, which is to be submitted with monthly program reports.

Fiscal Impact:

Not to exceed \$1,200,000, to be paid using ARPA program funds. Council will be provided regular program updates, and if demand exceeds available funds, Council will be given an opportunity to increase program funding.

City Administrator Comments:

Recommends approval.

Community Engagement:

The City will engage in an extensive outreach program, in coordination with Hyattsville CDC, to encourage residents to apply for the program if they are eligible. This will include a direct-mail advertisement sent to all households, online and social media advertising, inclusion in regular City communications, and special outreach activities conducted with Hyattsville CDC.

Strategic Goals:

Goal 2 - Ensure the Long-Term Economic Viability of the City

Legal Review Required?

Pending