

# Consent Agenda

<b>Agenda Item #</b>	7B
<b>Meeting Date</b>	April 28, 2014
<b>Prepared By</b>	Sara Anne Daines HCD Director
<b>Approved By</b>	Brian T. Kenner City Manager

<b>Discussion Item</b>	Single Reading Ordinance Awarding a Contract for Services for the Emergency Assistance Fund
<b>Background</b>	<p>The City of Takoma Park’s Emergency Assistance Fund provides financial support to income eligible residents in crisis. To qualify for financial assistance under this program, individuals must satisfy two eligibility requirements: 1) they must reside within the City of Takoma Park; and, 2) their annual income cannot exceed 60% of the area median income (AMI). Upon verification of the applicant’s eligibility and documentation of need, one time emergency financial support may be provided for a range of basic human needs including housing, health care, food, clothing, transportation, and childcare. In 2013, 112 households received an average of \$270 in assistance through the fund. The program is funded in part by donations from the community with an annual appropriation of funds from the City Council. Until recently, the City contracted with Ministries United Silver Spring Takoma Park (MUSST) for required services. This contract has expired and cannot be renewed.</p> <p>In accordance with the City’s procurement procedures, a Request for Proposals was issued on March 18, 2014 for purposes of contracting with a firm to perform services required to distribute program funds. Notice of the RFP was posted on the City’s website, published in the <i>Takoma Park Newsletter</i> and emailed to known social service entities. A single proposal was received by the April 14, 2014 deadline from MUSST.</p> <p>Given the agency’s past performance and the continued affordability of their services (10% Admin Fee), the Housing and Community Development Department has recommended the award of said contract for services to Ministries United Silver Spring Takoma Park.</p>
<b>Policy</b>	To assist low income residents in time of need.
<b>Fiscal Impact</b>	Funding for the Emergency Assistance Fund is included in the FY14 budget and is proposed for FY15 for the continuation of the program (\$30,000).
<b>Attachments</b>	Single Reading Ordinance Awarding a Contract for Services for the Emergency Assistance Fund to Ministries United Silver Spring Takoma Park (MUSST).
<b>Recommendation</b>	To approve the accompanying Ordinance
<b>Special Consideration</b>	If approved, the one-year contract could be renewed by the City Manager for three additional one-year terms upon agreement of MUSST.

Introduced by:

Single Reading:

**CITY OF TAKOMA PARK, MARYLAND**

**ORDINANCE NO. 2014- \_\_\_\_**

**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 \_\_\_\_ day of \_\_\_\_\_, 2014 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: