

AGENDA
Housing Opportunity Fund (HOF)
Advisory Board Meeting
March 7, 2019 @ 9:00 AM
City Council Chambers

- A. Public Comment** – Everyone from the public who desires to speak may address the Advisory Board for a maximum of three minutes.

- B. Roll Call**

- C. Review and Acceptance of Minutes from the February 7, 2019 Meeting**

- D. Recommend the Approval of Contracts / Agreements with the following non-profit Program Administrators to help administer the Housing Stabilization Program (HSP):**
 - a. Macedonia Family and Community Enrichment Center (Macedonia Face) in the amount of \$105,000**
 - b. Mercy Life Center Corporation in the amount of \$200,000**
 - c. Neighborhood Legal Services in the amount of \$140,000**
 - d. Urban League of Greater Pittsburgh in the amount of \$200,000**
 - e. Young Womens Christian Association (YWCA) of Pittsburgh in the amount of \$105,000**

Staff Report

The main objective of the HSP is to provide one time or short term (no more than 4 months) funding to individuals and families who are struggling with housing expenses including rent and/or utilities. It is designed to assist participants to stabilize their current housing, or facilitate access to appropriate housing, and prevent homelessness. The program will also allow for legal eviction prevention services including legal consultation and representation for eviction defense and/or related supportive services. Tenants who utilize the program must have annual household incomes less than 50% of the Area Median Income.

On January 18, 2019, the URA released a Request for Proposals (RFP) for Program Administrators to help the Authority administer the program. The Program Administrators will work with households to determine their eligibility for the program, coordinate construction inspections with the URA, make payments to the landlords and/or lien holders, and perform at least three follow-up visits to the households to ensure continuing housing stability. Program Administrators will coordinate the work with the URA's HOF Department and the Engineering and Construction Department.

The URA will enter into contracts with the Program Administrators and reimburse them for costs incurred on a per household basis. Once Program Administrators are awarded a contract, households/applicants will be referred to the program through the URA, the United Way's 211 hotline, the Allegheny County Department of Human Services' Hotline (the Link), word-of-mouth, and/or through the Program Administrators themselves.

The total amount in the Housing Stabilization Program line item for the 2018 allocation plan is \$750,000. The URA received six responses to the RFP totaling \$1,514,495. A review committee including URA staff, three HOF Advisory Board members, and two additional members of the social service industry met to review the applications. Most requests were reduced and one response was eliminated. The applications and recommended contract amounts will be discussed at the Advisory Board meeting. The Advisory Board's funding recommendations will be presented to the URA Board of Directors on March 7, 2019.

E. Recommend the Approval of a Contract / Agreement with the following non-profit Program Administrator to help administer the Homeowner Assistance Program (HAP):

a. Neighborhood Legal Services in the amount of \$130,000 to perform tangled title and foreclosure prevention services.

Staff Report

The main objective of the HOF Homeowner Assistance Program (HAP) is to provide financial and technical assistance to eligible Borrowers for rehabilitating and improving residential owner-occupied properties citywide. NLS will be utilized by homeowners for their expertise in the field of tangled title resolution and foreclosure prevention. The homeowners must have annual household incomes less than 50% of the Area Median Income.

On December 13, 2018, the URA released a Request for Proposals (RFP) for Program Administrators to help the Authority administer the program. In February 2019, the URA Board approved six program administrators that will be assisting residents with physical improvements to their homes. The URA re-released the RFP on a rolling basis. NLS is the first organization to join the program focused on the tangled title and foreclosure prevention component of HAP.

The Advisory Board's funding recommendation will be presented to the URA Board of Directors on March 7, 2019.

F. Staff Presentation Regarding the Housing Opportunity Fund 2019 Annual Allocation Meetings

Staff Report

Vethina Tercias, HOF Community Outreach Specialist, and Jamie Reese, Affordable Housing Policy and Data Analyst, will provide summary information from the 2019 Annual Allocation Meetings.

G. 2018 Annual Audit

Staff Report

Staff will discuss a proposed process for conducting the 2018 Annual Audit. The audit must be commissioned by March 31, 2019 and completed by June 30, 2019.

H. 2018 Annual Report

Staff Report

Advisory Board should have a discussion regarding the 2018 Annual Report which must be completed by June 30, 2019.

I. Request for Qualifications (RFQs)

Staff Report

In March and April 2019, HOF Staff will release two Requests for Qualifications (RFQs):

- (1) An RFQ for community outreach / advocacy / planning activities - Submittals will be accepted on a rolling basis. Acceptable responses will be added to a slate of consultants to be used for future community outreach / advocacy / planning activities.
- (2) An RFQ for printing services - Submittals will be accepted on a rolling basis. Acceptable responses will be added to a slate of consultants to be used for printing and/or advertising needs.

J. Nominations for a Chair of the HOF Advisory Board

Staff Report

The Advisory Board will nominate and vote for a Chair of the HOF Advisory Board.

K. Review of Expenses and Commitments to Date

Staff Report

The Advisory Board will receive an expense report showing the commitments and expenses to date.

L. Public Comment

M. Adjournment