

AGENDA
Housing Opportunity Fund (HOF)
Advisory Board Meeting
September 5, 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 July 3, 2019 Meeting**

- D. Introduction of New HOF Advisory Board Members:**
 - 1. Knowledge Hudson – HACP Representative**
 - 2. Kellie Ware-Seabron – Fair Housing Representative**
 - 3. Megan Winters – Western Neighborhoods Representative**

Staff Report

New Members will be introduced.

- E. Educational Update: Housing Stabilization Program**

Staff Report

The Housing Stabilization Program (HSP) is a housing crisis prevention program designed to promote the economic independence of renters experiencing a temporary, non-recurring crisis by providing limited, short-term financial assistance to help them access and/or maintain safe, stable, and affordable permanent housing. Tenants who utilize the program must have annual household incomes less than 50% of the Area Median Income.

At the August 2019 HOF Advisory Board Meeting, a member asked that during the September Meeting, the HSP Program be discussed. In the meeting the following will be discussed:

- 1. Describe confidentially practices.
- 2. Summarize the content of the Program Guidelines that were previously approved by the HOF Advisory Board and the URA Board.
- 3. Show funding expenditures / commitments to date.
- 4. Describe Program Overview, Eligibility, and Appeals Process.
- 5. Describe the Program Administrators responsibilities / time commitment – need for increased programmatic funding to provide services at scale.

F. Recommend the Approval of Contract Amendments with the following non-profit Program Administrators to continue to administer the Housing Stabilization Program (HSP) with 2019 HSP funding:

- a. Macedonia Family and Community Enrichment Center (Macedonia Face) – increase the contract from \$105,000 (2018) by an additional \$105,000 (2019) for a total contract amount of \$210,000
- b. Mercy Life Center Corporation – increase the contract from \$200,000 (2018) by an additional \$200,000 (2019) for a total contract amount of \$400,000
- c. Urban League of Greater Pittsburgh – increase the contract from \$200,000 (2018) by an additional \$200,000 (2019) for a total contract amount of \$400,000
- d. Young Womens Christian Association (YWCA) of Pittsburgh – increase the contract from \$105,000 (2018) by an additional \$105,000 (2019) for a total of \$210,000
- e. Approval for a waiver of Program Guidelines to allow for overhead / operating / programmatic costs to be increased from 10% to 25% of the contract amount.

Staff Report

The total amount in the Housing Stabilization Program line item for the 2018 allocation Plan was \$750,000. The awards were as follows:

- a. Macedonia Face - \$105,000
- b. Mercy Life Center Corporation - \$200,000
- c. Urban League of Greater Pittsburgh - \$200,000
- d. YWCA of Pittsburgh - \$105,000
- e. Neighborhood Legal Services - \$140,000

The total amount in the Housing Stabilization Program line item for the 2019 Allocation Plan was \$800,000. The above-listed proposed contract amendments total \$610,000 and will leave a remaining \$190,000 for further contract amendments and or other agreements necessary to operate the program. After the program operates for two funding years, the RFP will be reopened to allow new groups to enter the program. It is anticipated that both 2018 and 2019 funds will be expended in an approximate 10 – 12 month period.

G. Recommend the Approval of a Contract with the United Way to conduct coordinated entry for the HSP Program.

Staff Report

Staff will make a report at the meeting.

H. Acceptance of Qualifications (RFQ) for Community Outreach and Marketing Services

Staff Report

Staff will make a report regarding the responses to the RFQ for Community Outreach and Marketing Services.

I. Legislative Update

Staff Report

A report will be made at the meeting.

J. Discussion of Quorum Requirements

Staff Report

Staff will make a report regarding quorum requirements.

K. Program Updates, Expenditures, and Impacts

Staff Report

Staff will make a report regarding the status, expenditures, and impacts of programs.

L. Community Outreach Update

Staff Report

Staff will make a report including a discussion of proposed 2020 Allocation Plan Meetings.

M. Adjournment