

INTRODUCED: January 9, 2023

AN ORDINANCE No. 2023-010

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$5,840,854.00 from the United States Department of Housing and Urban Development, and to amend Ord. No. 2022-056, adopted May 9, 2022, which adopted the Special Fund Budget for the Fiscal Year 2022-2023, and made appropriations thereto, by (i) creating a new special fund for the Department of Housing and Community Development entitled the HOME - ARP Special Fund and (ii) appropriating the increase to the Fiscal Year 2022-2023 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Housing and Community Development's HOME - ARP Special Fund by \$5,840,854.00, for the purpose of reducing regional homelessness.

\_\_\_\_\_  
Patrons – Mayor Stoney, Ms. Lambert, Ms. Newbille and Ms. Robertson

\_\_\_\_\_  
Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: JAN 23 2023 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer, for and on behalf of the City of Richmond, is authorized to accept funds in the amount of \$5,840,854.00 from the United States Department of Housing and Urban Development, for the purpose of reducing regional homelessness.

AYES:               9               NOES:               0               ABSTAIN:                 

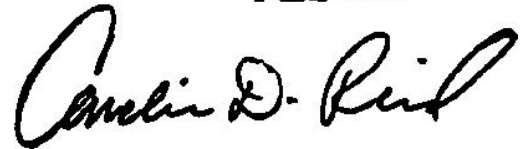
ADOPTED:       JAN 23 2023       REJECTED:                            STRICKEN:

§ 2. That Ordinance Ord. No. 2022-056, adopted May 9, 2022, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2022, and ending June 30, 2023, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the Department of Housing and Community Development entitled the HOME - ARP Special Fund, for the purpose of reducing regional homelessness.

§ 3. That the funds received from the United States Department of Housing and Urban Development, are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2022, and ending June 30, 2023, by increasing estimated revenues by \$5,840,854.00, increasing the amount appropriated for expenditures by \$5,840,854.00, and allotting to the Department of Housing and Community Development's HOME - ARP Special Fund the sum of \$5,840,854.00, for the purpose of reducing regional homelessness.

§ 4. This ordinance shall be in force and effect upon adoption.

**A TRUE COPY:  
TESTE:**

A handwritten signature in black ink, appearing to read "Camelin D. Reil". The signature is written in a cursive, flowing style.

**City Clerk**




# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

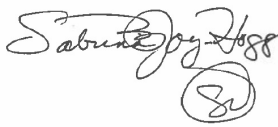
**REQUEST**

**DATE:** November 18, 2022 **EDITION:** 1

**TO:** The Honorable Members of City Council

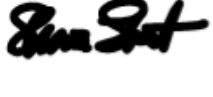
**THROUGH:** The Honorable Levar M. Stoney, Mayor 

**THROUGH:** J.E. Lincoln Saunders, Chief Administrative Officer 

**THROUGH:** Sabrina Joy-Hogg, Deputy Chief Administrative Officer for Finance and Administration 

**THROUGH:** Sheila D. White, Director of Finance 

**THROUGH:** Jason May, Director, Department of Budget & Strategic Planning 

**THROUGH:** Sharon L. Ebert, Deputy Chief Administrative Officer for Economic Development and Planning 

**FROM:** Sherrill Hampton, Director, Department of Housing and Community Development 

**RE:** Authorization for the CAO to execute an MOU with Henrico and Chesterfield Counties as it relates to the City's HOME-ARP award and to appropriate \$57,171.95 of the \$5,840,854 of the City's HOME-ARP federal allocation to the Corporation for Supportive Housing for the development of the HUD-required Allocation Plan.

**ORD. OR RES. No.** \_\_\_\_\_

**PURPOSE:** To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond ("the City"), to (i) execute a Memorandum of Understanding (see **Attachment A**) between the City, the County of Henrico, and the County of Chesterfield that confirms the agreement between the localities to contract with the Corporation for Supportive Housing to collaboratively prepare HOME Investment Partnerships Program – American Rescue Plan (HOME-ARP) Allocation Plans and, (ii) thereafter, to enter into a contract, by way of cooperative procurement, with the Corporation for Supportive Housing for the development of the City's HOME-ARP Allocation Plan. And, to appropriate \$57,171.95. of the \$5,840,854 allocated to the City via the HOME-ARP funds for the development of the City's HOME-ARP Allocation Plan.

**REASON:** To support a regional approach to addressing homelessness by jointly developing plans for the use of one-time funding from the U.S. Department of Housing and Urban Development (HUD) with Chesterfield and Henrico Counties.

**RECOMMENDATION:** Approval is recommended by the City Administration.

**BACKGROUND:** In the federal fiscal year 2021, HUD allocated the City of Richmond \$5,840,854 from the Department’s HOME Investment Partnerships Program – American Rescue Plan (HOME-ARP). This one-time, formula-based funding is intended to help jurisdictions address homeless assistance needs by creating or preserving affordable housing; providing tenant-based rental assistance; funding supportive services, including homelessness prevention services and housing counseling; or purchasing or developing non-congregate shelters. To receive the \$5,840,854, the City must update its annual HOME Action Plan to describe the proposed use of the one-time HOME-ARP funds. This update is known as the “HOME-ARP Allocation Plan.”

The City of Richmond, Chesterfield County, and Henrico County seek to collaborate on the development of a regional approach. While each locality must develop and submit its own HOME-ARP Allocation Plan, the plans will be developed jointly to maximize collaboration and efficiency. Given the fact that housing insecurity is not a challenge that stops at jurisdictional borders. Neighboring localities can more effectively and efficiently serve their residents through a strengthened collaboration to identify and implement solutions on a regional basis. In a letter dated December 13, 2021, the three localities confirmed their intent to collaborate in efforts to reduce regional homelessness – see **Attachment B**.

To that end, Chesterfield issued a Request for Proposals (“RFP”) to find a consultant to help the localities develop their HOME-ARP Allocation Plans. The RFP permits Henrico and Richmond to obtain similar services from the selected consultant. Chesterfield selected the Corporation for Supportive Housing. The Corporation for Supportive Housing is a national non-profit whose mission is “to advance solutions that use housing as a platform for services to improve the lives of the most vulnerable people, maximize public resources and build healthy communities.” Amongst other competencies, the Corporation for Supportive Housing provides customized community planning services. On August 9, 2022, Henrico entered into an agreement with the Corporation for Supportive Housing.

Richmond, by way of this ordinance, seeks to (i) sign a Memorandum of Understanding with Chesterfield and Henrico confirming its commitment to collaborating to reduce regional homelessness by participating jointly in certain tasks and activities that the Corporation for Supportive Housing will perform pursuant to the Service Agreement.<sup>1</sup> Those tasks include a needs assessment and gap analysis; stakeholder consultation; capacity building; and creation and presentation of HOME-ARP Allocation Plans. Additionally, by signing the MOU, Richmond will commit to paying for its share of the development of the HOME-ARP Allocation Plans: an estimated \$57,171.95.

**FISCAL IMPACT / COST:** In Fiscal Year 2023, the City will spend \$57,171.95. of the \$5,840,854 allocated to it via the HOME Investment Partnerships Program – American Rescue Plan (HOME-ARP).

**FISCAL IMPLICATIONS:** None

**BUDGET AMENDMENT NECESSARY:** No.

**REVENUE TO CITY:** A HOME-ARP Allocation Plan is required for the City to receive the \$5,840,854 allocated to it via the HOME-ARP program. This ordinance allows the City to pay a consultant to develop that Plan, bringing in significant one-time funding to address homelessness.

**DESIRED EFFECTIVE DATE:** Upon adoption

**REQUESTED INTRODUCTION DATE:** December 5, 2022

**CITY COUNCIL PUBLIC HEARING DATE:** December 12, 2022

**REQUESTED AGENDA:** Consent

**RECOMMENDED COUNCIL COMMITTEE:** Land Use, Housing, and Transportation

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** None.

**AFFECTED AGENCIES:** Department of Housing and Community Development

**RELATIONSHIP TO EXISTING ORD. OR RES.:** "One Richmond: An Equitable Affordable Housing Plan" (Res. 2022-R008, adopted February 28, 2022); "The City of Richmond Strategic Plan to End Homelessness 2020-2030" (Res. 2020-R031, adopted May 11, 2020)

**REQUIRED CHANGES TO WORK PROGRAM(S):** The activity will be added to HCD staff work plans for implementation and monitoring

**ATTACHMENTS:** Attachment A - Memorandum of Understanding, Attachment B - December 13, 2021 Collaboration Letter between Richmond, Henrico, and Chesterfield and Exhibit - Tasks Excel Spreadsheet

**STAFF:** Sherrill Hampton, Director, Department of Housing and Community Development, [Sherrill.Hampton@rva.gov](mailto:Sherrill.Hampton@rva.gov) or (804) 646-6822

# ATTACHMENT A

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“Memorandum”) is made the \_\_\_ day of September, 2022, between the County of Henrico, Virginia (“Henrico”), City of Richmond, Virginia (“Richmond”), and the County of Chesterfield, Virginia (“Chesterfield”). This Memorandum sets out the agreement between the parties regarding certain tasks to be performed by the Corporation for Supportive Housing pursuant to Chesterfield Service Agreement #ADMN22000272 for Consultant Services for Development of HOME-ARP Allocation Plan dated June 1, 2022 (the “Service Agreement”).

### Recitals

A. By letter dated December 13, 2021, Henrico, Richmond, and Chesterfield stated their intent to collaborate in efforts to reduce regional homelessness.

B. To that end, Chesterfield issued Request for Proposal No. ADMN22000272 (“RFP”) to solicit proposals for Consultant Services for the Development of HOME-ARP Allocation Plan. The RFP contained language in accordance with Va. Code § 2.2-4304(B) that would permit Henrico and Richmond to obtain similar services from the selected consultant. Chesterfield selected the Corporation for Supportive Housing and entered the Service Agreement.

C. On August 9, 2022, Henrico and Corporation for Supportive Housing agreed to use, by way of cooperative procurement, the Service Agreement for consultant services for the development of the HOME-ARP Allocation Plan.

D. On \_\_\_\_\_, 2022 the City of Richmond and the Corporation for Supportive Housing agreed to use, by way of cooperative procurement, the Service Agreement for consultant services for the development of the HOME-ARP Allocation Plan

E. For the parties’ mutual convenience, and in the interest of efficiency and collaboration, Henrico, Richmond, and Chesterfield intend to participate jointly in certain tasks and activities (“Tasks”) that the Corporation for Supportive Housing will perform pursuant to the Service Agreement. The Corporation for Supportive Housing will invoice Chesterfield for the Tasks, and Henrico and Richmond are willing to contribute towards their share of the cost for the Tasks. The Tasks are detailed in Exhibit A to this Memorandum.

### Agreement

NOW, THEREFORE, for and in consideration of the foregoing recitals and other good and valuable consideration set forth below, the parties agree as follows:

1. In consultation with Henrico and Richmond staff, Chesterfield staff will coordinate the Tasks with the Corporation for Supportive Housing and require the Corporation for Supportive Housing to perform the Tasks as specified in Exhibit A, which is attached to and made a part of

this Memorandum. The Tasks are as follows: (i) Project Launch and Management, (ii) Needs Assessment and Gaps Analysis, (iii) Stakeholder Consultation, (iv) HOME-ARP Allocation Plan for Richmond, and (v) Presentation of Findings.

2. Subject to necessary approvals for appropriations, Richmond will contribute \$57,171.95 for its share of the cost for the development of the required HOME-ARP Allocation Plan.

*[Signature page follows.]*

IN WITNESS WHEREOF, the parties have executed this Memorandum as of the date first written above.

COUNTY OF HENRICO, VIRGINIA

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF RICHMOND, VIRGINIA

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

COUNTY OF CHESTERFIELD, VIRGINIA

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# ATTACHMENT B

COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO



December 13, 2021

John A. Vitoulkas  
County Manager

Dr. Joseph P. Casey  
County Administrator  
County of Chesterfield  
9901 Lori Road  
Chesterfield, VA 23832

Mr. J.E. Lincoln Saunders  
Chief Administrative Officer  
City of Richmond  
900 East Broad Street  
Richmond, VA 23219

## Re: HOME-ARP Regional Project(s)

Dear Joe and Lincoln:

This letter is to confirm our discussions regarding local uses of federal HOME-ARP funds for regional projects serving "qualifying populations" as defined by the U.S. Department of Housing and Urban Development's Notice CPD-21-10. As such, it is a statement of our intent, subject to all necessary approvals for appropriations and award of contracts by our governing bodies.

The City of Richmond, Chesterfield County, and Henrico County have a total allocation of \$11,181,755 of HOME-ARP funds. These allocations are \$5,840,854 for Richmond, \$3,216,865 for Henrico, and \$2,124,036 for Chesterfield. Fund recipients may allocate up to 15% of their fund allocation for administrative costs.

We have jointly agreed on good faith collaboration among our localities to target these funds to reduce regional homelessness. To that end, Chesterfield will issue a Request for Proposal (RFP) for consultant services to study needs and recommend projects to serve Chesterfield residents and develop a HOME-ARP Allocation Plan consistent with the requirements in the HUD Notice CPD-21-10. The RFP will contain language in accordance with Va. Code § 2.2-4304(B) that would permit Richmond and Henrico to purchase similar services under that cooperative contract.

After receipt of responsive proposals to the RFP, the plan is that Chesterfield will contract with the chosen consultant, and Henrico and Richmond may execute separate contracts with the consultant. Once the consultant's recommendations are received, the localities shall consult and jointly select eligible projects best suited to use HOME-ARP funds to address the needs of qualifying populations.

As part of this process, and with the approval of our governing bodies, each locality will submit to the United States Department of Housing and Urban Development for review, a HOME-ARP Allocation Plan as an amendment to its FY 2021 Annual Action Plan. Prior to submitting the Amendment to the FY 2021 Annual Action Plan each locality agrees to work together to identify regional projects.

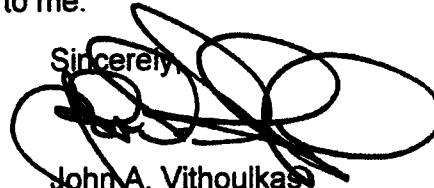


Dr. Joseph P. Casey  
Mr. J. E. Lincoln Saunders  
December 13, 2021  
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It is our intent to perform these steps and award contracts for regional projects by December 31, 2022.

If this summary correctly summarizes our discussions and plans for this endeavor, please indicate your concurrence below and return to me.

Sincerely,




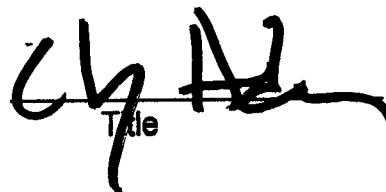
John A. Vithoulkas  
County Manager

  
Signature

Chief Administrative Officer  
City of Richmond  
Title

12/13/21  
Date

  
Signature  
12/14/21  
Date

  
Title

Tasks/Activity	In RFP/New Addition	Current Costs	Existing Costs per jurisdiction (1/3 of total)
<b>Project Launch and Management</b>		\$ 13,400.00	\$ 4,466.67
Henrico and Richmond staff shall be copied on any information passed along regarding the sections of work that they are participating in.	New Addition		
Henrico and Richmond staff should be included in the monthly meetings with Chesterfield for coordination of activities, updates, identification of action items, and to track progress.	Project Launch and Management, Activity 4		
<b>Needs Assessment and Gaps Analysis (NA&amp;GA)</b>		\$ 13,200.00	\$ 4,400.00
Henrico and Richmond data must be included in the collection process for the NA&GA, including from sources such as HMIS, the Point in Time Count, and Housing Inventory Count	Needs Assessment and Gap Analysis, Activity 1		
Henrico and Richmond specific partners that deal with housing resources must be included in report gathering and analysis.	Needs Assessment and Gap Analysis, Activity 1		
Henrico and Richmond data must be included in the process to quantify the need and gaps in the system through the use of CSH's tools.	Needs Assessment and Gap Analysis, Activity 2		
Henrico and Richmond must be included in the presentation of preliminary findings from the NA&GA and notified of the webinar for regional partners.	Needs Assessment and Gap Analysis, Activity 3		
Henrico receives information regarding the NA&GA: data used, final calculations pertaining to the information needed to complete the Allocation Plan, preliminary recommendations found through the analysis of this data. This will be provided via slide presentations and summary reports. Henrico receives all information required for the submission of the HOME-ARP allocation plan.	New Addition		
<b>Stakeholder Consultation</b>		\$ 52,950.00	\$ 17,650.00
Henrico and Richmond specific partners that fit into one of the six categories outlined in CDP Notice 21-10 must be included in the Stakeholder Consultation plan, listening sessions, and key informant interviews	Stakeholder Consultation, Activity 1, 2, & 3		
Henrico and Richmond staff shall have the right and opportunity to attend all sessions.	New Addition		
All jurisdictional partners will receive summary notes of the listening sessions from VACV.	New Addition		

Focus group with Housing Developers in the region to: a) engage potential developers in the needs and opportunities for developing housing specifically for people experiencing and at risk of homelessness b) educate developers on HOME-ARP as a resource c) identify opportunities and challenges developers face in developing housing for the qualifying populations.	CSH Suggested New Addition		
<b>HOME-ARP Allocation Plan</b>		\$ 6,200.00	N/A
Draft HOME-ARP Allocation Plan for Richmond	New Addition for City of Richmond (Home-ARP Allocation Plan Activity 1)		
<b>Presentation of Findings</b>		\$ 4,425.00	N/A
Create presentation slides for Henrico and City of Richmond to use in the required public hearing that a) details all steps taken during the consultations and analysis to aid Henrico and Richmond and b) includes the findings and recommendations based on stakeholder consultations and the NA&GA.	New Addition		
CSH will support Richmond in holding a public hearing using slides above and will incorporate feedback received during the public hearing and public comment period into the City's HOME-ARP Allocation Plan and support City staff to submit the plan to HUD.	New Addition		
<b>Totals:</b>			\$ 26,516.67
CSH Federally approved indirect rate (25.4%)			\$ 6,735.23
			\$ 33,251.90

**Summary**

	Chesterfield	Henrico	City of Richmond
One third of existing costs for shared activities	\$ 33,251.90	\$ 33,251.90	\$ 33,251.90
Additional Focus Group for Housing Developers	\$ 1,097.25	\$ 1,097.25	\$ 1,097.25
Jurisdictional specific costs	\$ 16,929.00	\$ 14,044.80	\$ 22,822.80
TOTAL	\$ 51,278.15	\$ 48,393.95	\$ 57,171.95
Existing Contract	\$ 105,512.00		
Added Scope	\$ 40,159.35		
New Contract Amount	\$ 145,671.35		

CSH Notes	Hours @ \$175/hour	Added Cost - Henrico	Added Cost - Richmond	Added Cost - Regional
Additional project management hours to manage feedback, questions, and engagement with additional jurisdictions.	10 hours per each jurisdiction	\$ 1,750.00	\$ 1,750.00	N/A
Chesterfield requested project check ins as needed. Suggest regular monthly check ins are scheduled to coordinate across jurisdictions.	Included in above.	N/A	N/A	N/A
Hours for additional disaggregated analysis of regional data.	5 hours per each jurisdiction	\$ 875.00	\$ 875.00	N/A
Hours for 1, 1 hour call with each jurisdiction to identify local sources of data outside of regional data sources.	Included in above.	N/A	N/A	N/A
Included in above.	Included in above.	N/A	N/A	N/A
No additional cost.	N/A	N/A	N/A	N/A
Hours to package and make available Henrico specific data necessary for inclusion in Henrico's HOME-ARP Allocation Plan.	10 hours	\$ 1,750.00	N/A	N/A
Hours for an additional 3 key informant interviews per jurisdiction. CSH will work with each jurisdiction to identify specific partners to prioritize for key informant interviews.	24 hours per each jurisdiction.	\$ 4,200.00	\$ 4,200.00	N/A
VACV is planning and facilitating up to 3 listening sessions. Proposed groups are a) Homeless Service providers, b) People representing the qualifying populations, c) Community Partners. No additional cost assumed at this time. If in person, space and logistic support assumed to be provided by jurisdictional partners. Outreach/marketing of listening sessions assumed to be conducted by jurisdictional partners and Homeward.	N/A	N/A	N/A	N/A
No additional cost.	N/A	N/A	N/A	N/A

Additional proposed activity to be conducted by CSH staff. 15 hours total to plan, facilitate, and document feedback received from the focus group.	15 hours total across jurisdictions. (\$875 each)	\$ 875.00	\$ 875.00	\$ 2,625.00
35 hours for CSH staff including drafting and 1 round of review and edits.	35 hours	N/A	\$ 6,125.00	N/A
10 hours per jurisdiction to create presentation slides for each jurisdiction.	10 hours per jurisdiction	\$ 1,750.00	\$ 1,750.00	
	15 hours	N/A	\$ 2,625.00	
		\$ 11,200.00	\$ 18,200.00	\$ 2,625.00
		\$ 2,844.80	\$ 4,622.80	\$ 666.75
		\$ 14,044.80	\$ 22,822.80	\$ 3,291.75