

FRESNO CITY COUNCIL



Information Packet

Agenda Related Item(s) – File ID 20-00749 (F)

ITEM(S)

File ID 20-00749 (F)

- A. Approve amended Resolution concerning the Housing Retention Grant Program.
- B. Approve contract with administer the Housing Retention Grant Program.

Contents of Supplement: Housing Relief Fund Administration Agreement and Housing Retention Resolution

Item(s)

Supplemental Information:

Any agenda related public documents received and distributed to a majority of the City Council after the Agenda Packet is printed are included in Supplemental Packets. Supplemental Packets are produced as needed. The Supplemental Packet is available for public inspection in the City Clerk's Office, 2600 Fresno Street, during normal business hours (main location pursuant to the Brown Act, G.C. 54957.5(2)). In addition, Supplemental Packets are available for public review at the City Council meeting in the City Council Chambers, 2600 Fresno Street. Supplemental Packets are also available on-line on the City Clerk's website.

Americans with Disabilities Act (ADA):

The meeting room is accessible to the physically disabled, and the services of a translator can be made available. Requests for additional accommodations for the disabled, sign language interpreters, assistive listening devices, or translators should be made one week prior to the meeting. Please call City Clerk's Office at 621-7650. Please keep the doorways, aisles and wheelchair seating areas open and accessible. If you need assistance with seating because of a disability, please see Security.

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF
FRESNO, CALIFORNIA, AMENDING RESOLUTION 2020-
105 TO INCREASE ONE-TIME INDIVIDUAL AND
HOUSEHOLD GRANTS FROM THE HOUSING
RETENTION GRANT PROGRAM

WHEREAS, on May 14, 2020, the Council created the COVID-19 Housing Retention Grant Program through Resolution 2020-105 (Resolution); and

WHEREAS, the Council appropriated \$1.5 million from the Fresno COVID-19 Emergency Response Fund to be used for Housing Retention grants as set forth in the Resolution; and

WHEREAS, Housing Retention Grants could be awarded to an individual as a one-time \$500 assistance grant, or to a household as a one-time \$1,000 assistance grant, to cover housing related expenses (either rent or mortgage); and

WHEREAS, in order to provide further relief to individuals and households, the Council desires to amend the Resolution to increase one-time assistance grants awards to individuals from \$500 to \$1,500, and to increase household assistance grants from \$1,000 to \$3,000.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Fresno as follows:

1. Resolution 2020-105 is amended to increase one-time assistance grants awards to individuals from \$500 to \$1,500, and to increase household assistance grants from \$1,000 to \$3,000.
2. This Resolution is effective immediately.

1 of 10

Date Adopted:

Date Approved:

Effective Date:

City Attorney Approval:



Resolution No.

Attachment:
Resolution 2020-105

* * * * *

CLERK'S CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF FRESNO) ss.
CITY OF FRESNO)

I, YVONNE SPENCE, City Clerk of the City of Fresno, certify that the foregoing resolution was adopted by the Council of the City of Fresno, at a regular meeting held on the _____ day of _____ 2020.

AYES :
NOES :
ABSENT :
ABSTAIN :

Mayor Approval: _____, 2020
Mayor Approval/No Return: _____, 2020
Mayor Veto: _____, 2020
Council Override Vote: _____, 2020

YVONNE SPENCE, CRM MMC
City Clerk

By: _____ Date _____
Deputy

APPROVED AS TO FORM:
DOUGLAS T. SLOAN
City Attorney

By: _____ Date _____
Tracy N. Parvanian
Senior Deputy City Attorney



RESOLUTION NO. 2020-105

A RESOLUTION OF THE COUNCIL OF THE CITY OF FRESNO, CALIFORNIA, CREATING A HOUSING RETENTION GRANT PROGRAM TO ASSIST FRESNO FAMILIES IMPACTED BY JOB LOSS OR REDUCTION IN WORKING HOURS RELATED TO COVID-19, AND ADDING SMALL BUSINESS GRANTS TO THE EXISTING SAVE OUR SMALL BUSINESS PROGRAM

WHEREAS, on March 11, 2020, the World Health Organization declared a COVID-19 world-wide pandemic, and on March 16, 2020, Mayor Brand declared a Local Emergency, ratified by the Council; and

WHEREAS, as a result of those declarations, and the growing number of people affected by the disease, day to day life has been significantly impacted for many Fresno residents; and

WHEREAS, working families are experiencing financial impacts and many of Fresno's small businesses have already seen a major drop in gross receipts since the COVID-19 outbreak; and

WHEREAS, businesses and nonprofits are instructing employees to stay home, many without pay, and gig workers and those with performance contracts will no longer be working and garnering income; and

WHEREAS, Congress has enacted several relief packages to address some of the economic fallout of the pandemic, but most Fresnoans who rent their homes still need help and many will experience challenges in paying back the missed rent, which may worsen their long term financial stability and even lead to being evicted; and

1 of 6

Date Adopted: 05/14/2020
Date Approved: 05/21/2020
Effective Date: 05/21/2020

Resolution No. 2020-105



WHEREAS, the missing rent payments will also negatively impact local rental property owners, leading to an adverse domino effect in our community and to our local economy; and

WHEREAS, on March 25, 2020, via Ordinance No. 2020-012, Council created the Fresno COVID-19 Emergency Response Fund, and on March 25, 2020, Council passed the Save our Small Businesses Act to provide relief to small businesses impacted by COVID-19, and on April 23, 2020, Council approved Resolution No. 2020-091 directing appropriations to the COVID-19 Emergency Response Fund to create a consumer grant program to assist Fresno families impacted by job loss or reduction in working hours and directing appropriations to the Save our Small Business Program; and

WHEREAS, the Council now wishes to create, and provide direction for, a Housing Retention Grant Program, and provide further direction for the additional small business grants under the Save our Small Business program; and

WHEREAS, the goal of the Housing Retention Grant Program is to mitigate financial impacts and prevent future homelessness by ensuring Fresno residents have the ability to pay their owed rent to their current landlord; and

WHEREAS, to mitigate these impacts, the Council directs the City Administration and staff to appropriate funding to the Fresno COVID-19 Emergency Response Fund to award Housing Retention grants pursuant to the criteria in this Resolution, and increase the allocation to the Save our Small Business Program.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Fresno as follows:



1. An additional appropriation of \$2 million to the Save our Small Business program. Funds shall be issued as grants and reimbursed with Federal funding to the extent legally permissible. The program will be administered by our Economic Development Department. The program shall be administered on substantially the same terms as the first round of funding, including criteria such as equal distribution among Council districts, and random drawing of applicants. A Council subcommittee shall convene to determine criteria.
2. An appropriation of \$1.5 million to the Fresno COVID-19 Emergency Response Fund to be used for Housing Retention grants as described in this Resolution.
3. The Council hereby creates the COVID-19 Housing Retention Grant Program. Grants shall be used to prevent eviction or support housing related financial assistance, and are available to households that meet the eligibility criteria below, and as further determined by Council subcommittee. Submitting an application does not guarantee financial assistance. Application approval requires each program requirement be met and supporting verifiable documentation provided.
 - a. Applicant must be a City of Fresno resident.
 - b. Applicant must have a signed rental agreement or an alternate form of documentation verifying applicant's tenancy and monthly rent.
 - c. Provide evidence the Grant will be used to prevent eviction or support housing related financial assistance. This may include, but is not limited to, payment of rent, future rent, utilities, and needed health and safety related



home repairs that, if left unaddressed, will jeopardize occupancy. Applicant must provide documentation such assistance is required due to loss of income during the COVID-19 crisis.

d. Applicants must be at or below 80% of Area Median Income (AMI). Income must be verified by documentation from a third party or an affidavit signed by the applicant stating current income during the COVID-19 crisis.

e. Applicants must meet one or more of the following requirements during the COVID-19 crisis, as verified by supporting documentation. Acceptable documentation may include an affidavit from the Applicant.

i. Decrease in income.

ii. COVID-19 related financial losses.

iii. Applicant has fallen behind on rent due to other factors related to COVID-19 to be approved at the discretion of the fund administrator.

f. Housing Retention Grants may be awarded:

i. To an individual as a one-time \$500 assistance grant, or a household as a one-time \$1,000 assistance grant, to cover housing related expenses (either rent or mortgage); or

ii. Directly to a participating landlord, covering 80% of their back rent due.

g. The Housing Assistance Grant program will be administered by local nonprofits that already work with the affected population.



- h. This requires the nonprofits to develop a process to confirm that the household has demonstrated inability to pay rent and develop a process to obtain the owner's consent to participate in the program. If the landlord agrees to participate, the landlord will receive 80% of the amount rent owed up to June 2020. The program may be extended by the Council upon additional funding being made available.
 - i. Participating landlords would be prohibited from increasing the rent for the period of the program and prohibited from charging any late fees during the state of emergency.
 - j. Participating landlords shall accept the payment as full payment of the missed or insufficient rent.
4. As these programs are COVID-19 related, the Council hereby directs the Administration to first use federal funds, to the extent legally available, first from the CARES Act, then CDBG, and to next use Low and Moderate Income Housing Asset Fund dollars or other eligible relief funds.
5. This Resolution hereby amends and replaces Resolution 2020-001.

* * * * *



STATE OF CALIFORNIA)
COUNTY OF FRESNO) ss.
CITY OF FRESNO)

I, YVONNE SPENCE, City Clerk of the City of Fresno, certify that the foregoing resolution was adopted by the Council of the City of Fresno, at a regular meeting held on the 14th day of May, 2020.

AYES : Caprioglio, Chavez, Esperza, Karbassi, Soria, Arias
NOES : Bredefeld
ABSENT : None
ABSTAIN : None

Mayor Approval: May 21st, 2020
Mayor Approval/No Return: N/A, 2020
Mayor Veto: N/A, 2020
Council Override Vote: N/A, 2020

YVONNE SPENCE, MMC CRM
City Clerk

By: Yvonne Spence 5/22/2020
Deputy Date

APPROVED AS TO FORM:
DOUGLAS T. SLOAN
City Attorney

By: [Signature] 5/21/2020
Date
Laurie Avedisian-Favini
Assistant City Attorney

May 18, 2020

Council Adoption: 5/14/2020

Mayor Approval:

Mayor Veto:

Override Request:



TO: MAYOR LEE BRAND

FROM: YVONNE SPENCE, MMC, CRM
City Clerk

SUBJECT: TRANSMITTAL OF COUNCIL ACTION FOR APPROVAL OR VETO

At the City Council meeting of May 14, 2020, Council adopted the attached Resolution No. 2020-105, entitled **Creating a Housing Retention Grant Program to assist Fresno families impacted by job loss or reduction in working hours related to COVID-19, and adding small business grants to the existing Save our Small Business Program. Item 4-B (1), File ID 20-00609, as amended by the following vote:**

Ayes	:	Arias, Caprioglio, Chavez, Esparza, Karbassi, Soria
Noes	:	Bredfeld
Absent	:	None
Abstain	:	None

Amendment by Councilmember Karbassi: To carry the continuing criteria, specifically the equal distribution of funding across the city and across council districts. Have a random drawing of qualified applicants. Create a council subcommittee that can create revised criteria to make sure the funding goes to the most impacted.

Please indicate either your formal approval or veto by completing the following sections and executing and dating your action. Please file the completed memo with the Clerk's office on or before May 26, 2020. In computing the ten day period required by Charter, the first day has been excluded and the tenth day has been included unless the 10th day is a Saturday, Sunday, or holiday, in which case it has also been excluded. Failure to file this memo with the Clerk's office within the required time limit shall constitute approval of the ordinance, resolution or action, and it shall take effect without the Mayor's signed approval.

APPROVED / **NO RETURN:** _____

VETOED for the following reasons: (Written objections are required by Charter; attach additional sheets if necessary.)

Lee Brand, Mayor

Date: 5-21-20

COUNCIL OVERRIDE ACTION:

Date: _____

Ayes	:
Noes	:
Absent	:
Abstain	:

AGREEMENT FOR ADMINISTRATION OF CITY OF FRESNO HOUSING RELIEF GRANT PROGRAM

THIS AGREEMENT is made and entered into effective the _____ day of June 2020, (Effective Date), by and between the CITY OF FRESNO, a California municipal corporation (City), and _____, a California Non-profit Corporation (Administrator).

RECITALS

- A. On March 13, 2020, President Trump declared a National Emergency concerning the Novel Coronavirus Disease (COVID-19) outbreak, and on March 16, 2020, Mayor Brand declared a Local Emergency, ratified by Council.
- B. City seeks assistance with the administration of Housing Retention Grants to individuals and families to mitigate financial impacts and prevent future homelessness for those that have suffered as a result of the COVID-19 outbreak.
- C. The Council has appropriated \$1,500,000 to create a Housing Retention Grant Program (Program).
- D. Program funds may only be lent to applicants that meet Program requirements, and any guidelines the City establishes.
- E. Administrator is engaged in the business of furnishing technical and expert services as an administrator of grant programs, and hereby represents that it desires to and is professionally and legally capable of performing the services called for by this Agreement.
- F. This Agreement will be administered for the City by its City Manager or designee.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing and of the covenants, conditions, and premises hereinafter contained to be kept and performed by the respective parties, it is mutually agreed as follows:

1. Services. City engages Administrator to provide the services set forth in **Exhibit A** and to market and administer the Program that complies with the City's guidelines set forth herein (collectively, the Services). As of the Effective Date, the balance available in the Program fund is \$1,500,000 contributed by City which shall be used exclusively for housing relief within the City and Program administration as set forth herein.

Prior to release of any Program funds to Administrator, the City must approve the application form and procedure, and the procedure for review and selection of grant recipients. The Administrator shall ensure the Program is run in compliance with the approved procedures.

2. Compensation. City will pay Administrator an administration fee of 10%, payable from Program funds. Administrator shall be entitled to no other compensation, and will not charge any fees to applicants.

3. Term of Agreement; Suspension and Termination.

(a) The term of this Agreement shall begin on the Effective Date, and terminate December 1, 2020, or when Program funds are exhausted, unless extended by mutual agreement of the parties, and subject to any earlier termination in accordance with this Agreement.

(b) The City may terminate this Agreement without cause by giving the Administrator thirty days' prior written notice. Upon written notice to the Administrator, City may suspend new activity by Administrator pending Administrator's taking corrective actions as specified by the City. Either party may terminate this Agreement with cause after giving the other party prior written notice and at least thirty days to cure the default. Upon expiration or early termination of this Agreement by City without cause, Administrator shall aid the City in continuing, uninterrupted, the requirements of this Agreement, by continuing to perform on a temporary basis, when specifically requested to do so in writing by the City, for a specified term not to exceed twelve months.

(c) On expiration or termination of this Agreement, any undisbursed Program funds will be returned to the City. Unless modified by mutual agreement of the parties, on expiration or termination of the Agreement, Administrator will return all documents to City.

(d) If Administrator fails to perform any obligation under this Agreement, and does not cure the failure within thirty calendar days after City gives written notice of it, the failure will be a material breach of this Agreement. The City may after that immediately terminate this Agreement, and exercise any right, remedy, or privilege available to it under this Agreement, at law or in equity.

4. Compliance with all Laws and Regulations. Administrator will perform the Services in compliance with all applicable laws, ordinances, regulations, and guidelines, as existing, and after this amended, whether federal, state, regional, or by local administrative or regulatory agencies.

5. Books and Records. Administrator will maintain segregated accounts, books, and records for the Program, and will not combine any accounts, books, or records with those for grants or loans it administers for any other program or entity, or its general books, accounts and records. Administrator will maintain the records for at least four years after this Agreement terminates, or four years after each grant is paid, whichever is later. This section shall survive expiration or termination of this Agreement.

6. Audits and Reports. Administrator will comply with Coronavirus Aid, Relief, and Economic Security (CARES) Act guidelines as promulgated by the United States Department of Treasury. Administrator shall be solely responsible for complying with reporting and audits as may be required. Upon City's request, Administrator shall immediately make available and give City staff access to Administrator's Program books, records, grant files, financial statements, and computer or other electronic records. City will conduct any audits during normal business hours. Audits performed by outside Certified Public Accountants will be at the expense of the requesting party.

Any monies determined to be owed to the City's Program shall be paid promptly by Administrator.

7. Independent Contractor. In the furnishing of the Services, Administrator is acting solely as an independent contractor. Neither Administrator, nor any of its officers, agents, or employees shall be deemed an officer, agent, employee, joint venturer, partner, or associate of City for any purpose. City shall have no right to control or supervise or direct the manner or method by which Administrator shall perform its work and functions. However, City shall retain the right to administer this Agreement so as to verify that Administrator is performing its obligations in accordance with the terms and conditions thereof.

8. Indemnification. City shall indemnify, hold harmless and defend Administrator and each of its officers, officials, employees, agents, and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by Administrator, City or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly from the negligent or intentional acts or omissions, or willful misconduct of City or any of its officers, officials, employees, agents, or volunteers in the performance of this Agreement; provided nothing herein shall constitute a waiver by City of governmental immunities including California Government Code section 810 et seq.

Administrator shall indemnify, hold harmless and defend City and each of its officers, officials, employees, agents, and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by the City, Administrator or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly from the negligent or intentional acts or omissions, or willful misconduct of Administrator or any of its officers, officials, employees, agents, or volunteers in the performance of this Agreement; provided nothing herein shall constitute a waiver by Administrator of governmental immunities including California Government Code section 810 et seq..

In the event of concurrent negligence on the part of City or any of its officers, officials, employees, agents, or volunteers, and Administrator or any of its officers, officials, employees, agents, or volunteers, the liability for any and all such claims, demands and actions in law or equity for such losses, fines, penalties, forfeitures, costs and damages shall be apportioned under the State of California's theory of comparative negligence as presently established or as may be modified hereafter.

This section shall survive termination or expiration of this Agreement.

9. Nondiscrimination. To the extent required by controlling federal, state and local law, Administrator shall not employ discriminatory practices in the provision of Services, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, or ethnicity.

10. General Terms.

(a) City Authorized Signature. Except as otherwise provided by law, all notices expressly required of City within the body of this Agreement, and not otherwise specifically provided for, shall be effective only if signed by the City Manager or designee.

(b) Notices. Any notice, request, demand, consent, approval or other communication (the "Notice") required or intended to be given to either party under the terms of this Agreement shall be in writing and shall be deemed to be duly given if delivered personally, transmitted by electronic mail provided the noticing party provides a hard copy by mail, or sent by United States registered or certified mail with postage prepaid, return receipt requested, addressed to the party to which the Notice is to be given at the party's address set forth on the signature page of this Agreement or at such other address as the parties may from time to time designate by written Notice. Unless otherwise specified, a Notice will be deemed given when received if sent return receipt requested or the date of receipt is otherwise verifiable, but if delivery is not accepted or verifiable, then delivery will be deemed on the earlier of the date that delivery is refused or 48 hours after Notice is sent.

(c) Binding. Subject to paragraph (d), below, once this Agreement is signed by all parties, it shall be binding upon, and shall inure to the benefit of, all parties, and each party's respective heirs, successors, assigns, transferees, agents, servants, employees, and representatives.

(d) Assignment. This Agreement is personal to Administrator and there shall be no assignment, sale or subcontracting by Administrator of its rights or obligations under this Agreement without the prior written approval of the City Manager or designee. Any attempted assignment, sale or subcontracting by Administrator, its successors or assigns, shall be null and void unless approved in writing by the City Manager or designee.

(e) Waiver. The waiver by either party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this Agreement. No provisions of this Agreement may be waived unless in writing and signed by all parties to this Agreement. Waiver of any one provision herein shall not be deemed to be a waiver of any other provision herein.

(f) Governing Law and Venue. This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of California, excluding, however, any conflict of laws rule which would apply the law of another jurisdiction. Venue for purposes of the filing of any action regarding the enforcement or interpretation of this Agreement and any rights and duties hereunder shall be Fresno County, California.

(g) Headings. The section headings in this Agreement are for convenience and reference only and shall not be construed or held in any way to

explain, modify or add to the interpretation or meaning of the provisions of this Agreement.

(h) Severability. The provisions of this Agreement are severable. The invalidity or unenforceability of any one provision in this Agreement shall not affect the other provisions.

(i) Interpretation. The parties acknowledge that this Agreement in its final form is the result of the combined efforts of the parties and that, should any provision of this Agreement be found to be ambiguous in any way, such ambiguity shall not be resolved by construing this Agreement in favor of or against either party, but rather by construing the terms in accordance with their generally accepted meaning.

(j) Cumulative Remedies. No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.

(k) No Third Party Beneficiaries. The rights, interests, duties and obligations defined within this Agreement are intended for the specific parties hereto as identified in the preamble of this Agreement. Notwithstanding anything stated to the contrary in this Agreement, it is not intended that any rights or interests in this Agreement benefit or flow to the interest of any third parties.

(l) Time is of the Essence. Time is of the essence of every provision herein contained.

(m) Further Assurances. The parties will sign all further documents and take any further steps necessary to carry out the intent and purpose of this Agreement.

(n) Extent of Agreement. The exhibit is incorporated into and made a part of this Agreement. Each party acknowledges that they have read and fully understand the contents of this Agreement. This Agreement is the entire Agreement between the parties hereto with respect to the administration of the City's Program and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may not be modified, amended, or otherwise changed in any manner except by a writing signed by an authorized representative of the party against whom enforcement is sought.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties have executed this Agreement at Fresno, California, the day and year first above written.

City of Fresno,
A California municipal corporation

_____ ,
a California Non-profit Corporation

By: _____
Wilma Quan, City Manager

By: _____

APPROVED AS TO FORM:
DOUGLAS T. SLOAN
City Attorney

Name: _____

Title: _____
(If corporation or LLC., Board Chair,
Pres. or Vice Pres.)

By: _____
Laurie Avedisian-Favini Date
Assistant City Attorney

By: _____

ATTEST:
YVONNE SPENCE, CRM MMC
City Clerk

Name: _____

Title: _____
(If corporation or LLC., CFO, Treasurer,
Secretary or Assistant Secretary)

By: _____
Date

Deputy
Addresses:
CITY:
City of Fresno
Attention: City Manager
2600 Fresno Street
Fresno, CA 93721
Phone: (559) 621-8371

ADMINISTRATOR:

Attention: _____

Fresno, CA _____
Phone: (559) _____

Attachments: Exhibit A - Scope of Services

Exhibit A
SCOPE OF SERVICES

Administrator shall perform the following services:

1. Administer the City of Fresno Housing Retention Grant Program ("Program") as follows:
 - (i) The following grants shall be available:
 - a. Individual: One-time \$1,500 assistance to an individual, or \$3,000 to a household, to cover housing related expenses (rent or mortgage)
 - b. Individual applying jointly with landlord: 80% of back rent accruing for the months of April, May and June, with landlord accepting the grant funds as payment in full for the missed or insufficient rent.
 - (ii) To be eligible an applicant must:
 - a. Be a City of Fresno resident
 - b. Have a signed rental agreement or an alternate form of documentation verifying applicant's tenancy and monthly rent, or similar documentation in the case of mortgage assistance
 - c. Provide evidence the grant will be used to prevent eviction or support housing related financial assistance. This may include, but is not limited to, payment of rent, future rent, non-City utilities, and needed health and safety related home repairs that, if left unaddressed, will jeopardize occupancy.
 - d. Be at or below 80% Area Median Income (AMI), verified by documentation from a third party or an affidavit signed by the applicant stating current income during and prior to the COVID-19 crisis.
 - e. Have not received assistance for rent or other living expenses from another government program.
 - f. Provide documentation that the assistance is required due to loss of income during the COVID-19 crisis. Acceptable documentation may include:
 1. Proof of decrease in income occurring after March 1, 2020.
 2. Proof of COVID-19 related financial losses occurring after March 1, 2020.
 3. Proof that Applicant has fallen behind on rent due to other factors related to COVID-19, to be approved at

the discretion of the Administrator within the context of the CARES legislation and guidelines.

- (iii) A participating landlord shall accept grant funds as payment in full of the missed or insufficient rent for April/May/June 2020, and are prohibited from increasing rent or charging late fees during that term.
 - (iv) City and Administrator shall jointly develop additional eligibility criteria based on guidance from the Council subcommittee.
 - (v) Administrator shall make grant applications available as soon as possible.
 - (vi) Grants shall be awarded from qualified applicants on a first-come first-served basis.
 - (vii) Grant awards shall begin by _____.
4. Marketing and community outreach. This will be done independently, and in collaboration with partnering nonprofit organizations, in coordination with and as directed by the City. Administrator may, in its sole discretion, use its administration fee for marketing and community outreach. Administrator shall not use Program funds for marketing and community outreach without the written consent of the City Manager.
 5. Disburse funds as directed and in accordance with this Scope of Work.
 6. Maintain all documents and records in a safe and secure facility.
 7. Prepare required reports, correctly, and within required time limits.
 8. Work cooperatively with the City to develop any modifications to the Program if they become necessary due to changes in laws, regulations, or changes that will make administration of the program more effective. This shall also include making recommendations to City, and responding to questions from City, about the program and for the purpose of making administration of the program more effective.
 9. Operate the Program in accordance with generally accepted accounting principles.
 10. Administrator will verify that each application is complete, and meets the City's threshold eligibility requirements, as the City may revise the requirements from time to time, with notice to Administrator, and shall evaluate each application to decide whether the proposed grantee is eligible under the Program Requirements as set forth in this Exhibit A.
 11. Administrator will set up an application process that includes, without limitation, giving the applicant an information checklist containing the specific Program Requirements of the Program.
 12. Administrator will maintain all Program funds in a segregated Program account.

13. Administrator shall report the final distribution of grants to the City Controller, reporting shall consist of the total number of applications with a copy of all the applications received with the final grant distribution for each Recipient.
14. Administrator shall maintain records of applications and grants distributed and ensure that all distributions follow CARES expenditure guidelines.