

MEMORANDUM

Agenda Item No. 8(K)(1)

TO: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

DATE: February 17, 2021

FROM: Geri Bonzon-Keenan
Successor County Attorney

SUBJECT: Resolution authorizing the County Mayor to create the COVID-19 Emergency Rental Assistance Program 2.3 (ERAP 2.3) for rental assistance grants to low and moderate income persons in Miami-Dade County that have lost income as a result of the coronavirus disease 2019 (COVID-19) pandemic; authorizing the allocation and expenditure of \$60,863,575.50 received through the Consolidated Appropriations Act for fiscal year 2021 (the "act") for the purpose of Emergency Rental Assistance (ERA); authorizing additional expenditure authority in an amount of at least \$4,850,000.00, but no more than 10 percent of total funds received, to Contract Number RFP-01132 with Nan McKay and Associates, Inc. for processing ERAP 2.3 applications, including intake and case management services; authorizing the County Mayor to (1) apply for, accept, and expend additional funds that may become available, from any source, for the purposes set forth herein, (2) amend the program allocations and program policies to address immediate needs in the community to assist with the COVID-19 response, and (3) execute all contracts, amendments, and other agreements and documents necessary to accomplish the purposes of this resolution

The accompanying resolution was prepared by the Public Housing and Community Development Department and placed on the agenda at the request of Prime Sponsor Commissioner Eileen Higgins.



Geri Bonzon-Keenan
Successor County Attorney


GBK/smm

Memorandum



Date: February 17, 2021

To: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

From: Daniella Levine Cava 
Mayor

Subject: Resolution Approving an Emergency Rental Assistance Program Utilizing Funds from the Consolidated Appropriations Act of 2021 and Authorizing Additional Expenditure Authority to the Contract Number RFP-01131 with Nan McKay and Associates, Inc. for Intake and Case Management Services

Recommendation

It is recommended that the Board of County Commissioners (Board):

1. Authorize the County Mayor or the County Mayor's designee to develop and implement a COVID-19 Emergency Rental Assistance Program 2.3 (ERAP 2.3). The ERAP 2.3 will follow Section N of the Federal Consolidated Appropriations Act for 2021 (act) passed on December 27, 2020 and will assist residents of Miami-Dade County that meet the following criteria; (1) earn no more than 80 percent of the annual area median income (AMI) for Miami-Dade County as published by the United States Department of Housing and Urban Development (HUD); (2) have a current written lease signed by their landlord; (3) are not a recipient of any other duplicative rental assistance program; and (4) have documentation showing that the household's income has suffered during the period of the novel coronavirus 2019 (COVID-19) pandemic;
2. Authorize the allocation and expenditure of \$60,863,575.50 received from the United States Department of Treasury (Treasury Department) for emergency rental assistance in accordance with the act;
3. Authorize additional expenditure authority to Contract Number RFP-01132, Section 8 Housing Voucher Services for Public Housing and Community Development (PHCD). This item requests an amount of at least \$4,850,000.00 in additional expenditure authority in order to add services under the contract between the County and Nan McKay and Associates, Inc. (Nan McKay). These services are for processing ERAP 2.3 applications, including intake and case management as prescribed in Contract Number RFP-01132. Should the County receive additional funds for emergency rental assistance, the expenditure authority will be increased but shall not exceed ten percent of the total amounts received as provided by the act;
4. Authorize the County Mayor or the County Mayor's designee to submit agreements, amendments, documents and certifications necessary to further the purposes set forth in this legislation and/or to comply with requirements of the Treasury Department relating to funding in accordance with the act;

5. Authorize the County Mayor or County Mayor's designee to apply to and accept from any source, additional funds that may become available for emergency rental assistance, to expend those funds on eligible uses, and execute subsequent agreements with the funding source(s), as required;
6. Authorize the County Mayor or the County Mayor's designee to amend the ERAP 2.3 allocations and policies to address immediate needs in the community to assist with the COVID-19 response within the guidelines of the act; and
7. Authorize the County Mayor or the County Mayor's designee to execute for all documents related to the funding allocations approved herein, all contracts, amendments, and other agreements necessary to accomplish the purposes of this resolution; to modify the terms of contracts, agreements, and amendments for projects and activities approved herein, so long as such modifications are: (1) approved by the County Attorney's Office for legal form and sufficiency, (2) substantially consistent with this resolution, and (3) found by the County Mayor or the County Mayor's designee to be in the best interest of the County; to execute other documents necessary to accomplish the purposes set forth in this resolution; and to exercise the termination, waiver, acceleration, and other provisions set forth in agreements executed in performance of this resolution as determined necessary by the County Attorney's Office.

Scope

The scope of the ERAP 2.3 is countywide and provides rental assistance for eligible residents who meet the criteria. The \$60,800,000.00 shall be allocated equally among the 13 Commission Districts to the extent feasible.

Delegation of Authority

Upon the approval of the resolution, the County Mayor or County Mayor's designee will be authorized to: (1) develop and implement the ERAP 2.3 program; (2) allocate and expend the \$60.8 million of funds received from the Treasury Department for emergency rental assistance; (3) add expenditure authority to the contract with Nan McKay, and to exercise all provisions of the contract, including any cancellation or extensions, pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38; (4) submit agreements, amendments, documents and certifications necessary to further the purposes set forth herein and/or to comply with requirements of the Treasury Department relating to funding in accordance with the act; (5) apply for, receive, and expend additional funds from any source that may become available for emergency rental assistance and COVID-19-related activities; (6) amend the ERAP 2.3 allocations and policies to address immediate needs in the community to assist with the COVID-19 response and to execute any necessary amendments and/or modifications to the documents that relate to receiving grant funds; and (7) execute for all documents related to the funding allocations approved herein, all contracts, amendments, and other agreements necessary to accomplish the purposes of this resolution; to modify the terms of contracts, agreements, and amendments for projects and activities approved herein, so long as such modifications are: (a) approved by the County Attorney's Office for legal form and

sufficiency, (b) substantially consistent with this resolution, and (c) found by the County Mayor or the County Mayor's designee to be in the best interest of the County; to execute other documents necessary to accomplish the purposes set forth in this resolution; and to exercise the termination, waiver, acceleration, and other provisions set forth in agreements executed in performance of this resolution as determined necessary by the County Attorney's Office.

Fiscal Impact/Funding Source

There is no fiscal impact to the general fund. The ERAP 2.3 will be federally-funded through the act. Reasonable administrative expenses will be charged for processing and County departments' support of the program.

Track Record/Monitor

The ERAP 2.3 will be monitored by Michael Liu, Director of PHCD.

Background

Community transmission of COVID-19 in the United States began in early February 2020 and perhaps earlier; and amid growing local anticipated impacts, the Governor of the State of Florida issued Executive Order No. 20-51 on March 1, 2020, directing the Florida Department of Health to issue a public health emergency. On March 11, 2020, Miami-Dade County issued a State of Local Emergency.

Even before the COVID-19 pandemic, Miami-Dade County has been designated as one of the most cost-burdened jurisdictions for housing in the United States. Well over 50 percent of households in Miami-Dade County pay 30 percent or more of their incomes for housing. There have been estimates that over 100,000 affordable housing units would have to be built over the next eight years to address the demand. The current rental emergency has only exacerbated the County's affordable housing challenge, and has provided the basis for the COVID-19 Emergency Rental Assistance Program and the continuation of its purpose through the Emergency Rental Assistance Program 2.3 (ERAP 2.3).

Eligibility and Assistance Provided

The Board approved the first iteration of ERAP when it adopted Resolution No. R-642-20. Additional funds were allocated along with funds received from the state that were incorporated into ERAP 2. This was effectuated through Resolution No. R-911-20. All funds were expended in the programs since the adoption of these resolutions.

To be eligible to participate in the ERAP 2.3, persons must demonstrate that they (1) are residents of Miami-Dade County; (2) earn no more than 80 percent of AMI (with priority given those who are at 50 percent and below); (3) have a current lease; (4) have not received duplicative assistance from other assistance programs; and (5) have documentation showing that their households' incomes have suffered during the period of the COVID-19 pandemic (e.g., paystubs, unemployment notice, notice of rent past due, etc.). Further, the ERAP requires that only costs incurred from March 13, 2020 to the present may be covered by the program. Additionally, the maximum amount of monthly rent that will be covered by the

program is \$3,000.00. This rent is consistent with the fair market rent data used in the Section 8 Housing Choice Voucher program (Section 8 program). The ERAP 2.3 is designed to bring the renter current when possible. The guidelines allow up to 12 months of back rent payable. To the extent feasible the program will allocate assistance equally among the 13 Commission Districts.

A sampling of AMI according to HUD are as follows: 80 percent of AMI for households of up to four persons: (one person) \$51,200.00; (two persons) \$58,500.00; (three persons) \$65,800.00; and (four persons) \$73,100.00. HUD rent payment levels are as follows: studio \$1,920.00; 1-bedroom \$2,058.00; 2-bedroom \$2,469.00; 3-bedroom \$2,853.00; 4-bedroom \$3,183.00; and 5-bedroom \$3,511.00.

The act permits special processing for renters involved at some level in the eviction process. Accordingly, through the ERAP 2.3, the County will be working with the Landlord Tenant Eviction Mediation Program (LTEMP). Since the City of Hialeah and City of Miami have their own ERAP allocations under the act, applicants residing in these cities (except those associated with the LTEMP) will be referred to those programs.

Nan McKay’s Administration of ERAP 2.3

On May 20, 2014, the Board adopted Resolution No. R-467-14, which awarded Nan McKay contracts under RFP878a, RFP878b, RFP878c and RFP878d for Section 8 program oversight and management services for a term of two years, with three, one-year option to renew terms. The required services for the program are divided into four separate categories: (1) intake, (2) case management, (3) inspections, and (4) family self-sufficiency. The PHCD uses these contracts to administer the Section 8 program for Miami-Dade County. The contracts previously excluded the Veterans Affairs Supportive Housing and Project Based Voucher programs, which were administered internally by PHCD. However, in December 2017 and August 2018, the County consolidated these program into the existing contracts with Nan McKay. Thereafter, on November 19, 2019, the Board adopted Resolution No. R-1220-19, which, in part, authorized additional expenditure authority in an amount up to \$2,112,000.00 for a modified total contract award of \$43,213,500.00 for the option to renew term of the Nan McKay contract.

Since the administration of ERAP 2.3 is similar to the administration of the Section 8 program and given the need to expend the federal funds no later than by December 31, 2021, PHCD recommends that it is in the County’s best interest that the Board grant additional expenditure authority in an amount of at least \$4,850,000.00 to add services under the existing contract with Nan McKay.

Application Process

PHCD, in collaboration with Nan McKay, will accept applications through a dedicated secure website utilizing Emphasys software. This is the software platform that PHCD currently uses for its federally-subsidized housing programs, and which was successfully utilized for ERAP 1 and 2. Additionally, there will also be a dedicated phone number and paper application process for those who need assistance due to special circumstances.

Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners
Page No. 5

Applications will only be accepted for a limited time. Applications will be initially reviewed for completeness in regard to basic information on identification of the applicant, address, etc., and using a computerized random selection process, applications will be assigned numbers that will determine the order of final review for approval by district. The final reviews will consist of phone and electronic communications, and submission of required documentation submitted by email or dropped off at a designated site(s).

Landlords will be encouraged and permitted to refer tenants to the program. Landlords will be directed to contact ERAP 2.3 by email or phone. All landlords who contact the program will be responded to, and information on tenants will be taken from the landlord. The ERAP 2.3 processing team will then communicate with the tenants that have been referred by landlords to assist them in applying if they have already not done so.

Highlights of the ERAP 2.3 are attached as Attachment 1 of the resolution.



Morris Copeland, Chief Community Services Officer




MEMORANDUM

(Revised)

TO: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

DATE: February 17, 2021

FROM: 
Gen Bonzon-Keenan
Successor County Attorney

SUBJECT: Agenda Item No. 8(K)(1)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☒ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____ to approve
- ☐ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(K)(1)
2-17-21

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE COUNTY MAYOR OR THE COUNTY MAYOR'S DESIGNEE TO CREATE THE COVID-19 EMERGENCY RENTAL ASSISTANCE PROGRAM 2.3 (ERAP 2.3) FOR RENTAL ASSISTANCE GRANTS TO LOW AND MODERATE INCOME PERSONS IN MIAMI-DADE COUNTY THAT HAVE LOST INCOME AS A RESULT OF THE CORONAVIRUS DISEASE 2019 (COVID-19) PANDEMIC; AUTHORIZING THE ALLOCATION AND EXPENDITURE OF \$60,863,575.50 RECEIVED THROUGH THE CONSOLIDATED APPROPRIATIONS ACT FOR FISCAL YEAR 2021 (THE "ACT") FOR THE PURPOSE OF EMERGENCY RENTAL ASSISTANCE (ERA); AUTHORIZING ADDITIONAL EXPENDITURE AUTHORITY IN AN AMOUNT OF AT LEAST \$4,850,000.00, BUT NO MORE THAN 10 PERCENT OF TOTAL FUNDS RECEIVED, TO CONTRACT NUMBER RFP-01132 WITH NAN MCKAY AND ASSOCIATES, INC. FOR PROCESSING ERAP 2.3 APPLICATIONS, INCLUDING INTAKE AND CASE MANAGEMENT SERVICES; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO (1) APPLY FOR, ACCEPT, AND EXPEND ADDITIONAL FUNDS THAT MAY BECOME AVAILABLE, FROM ANY SOURCE, FOR THE PURPOSES SET FORTH HEREIN, (2) AMEND THE PROGRAM ALLOCATIONS AND PROGRAM POLICIES TO ADDRESS IMMEDIATE NEEDS IN THE COMMUNITY TO ASSIST WITH THE COVID-19 RESPONSE, AND (3) EXECUTE ALL CONTRACTS, AMENDMENTS, AND OTHER AGREEMENTS AND DOCUMENTS NECESSARY TO ACCOMPLISH THE PURPOSES OF THIS RESOLUTION

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board:

Section 1. Authorizes the County Mayor or the County Mayor's designee to develop and implement a COVID-19 Emergency Rental Assistance Program 2.3 (ERAP 2.3), as more fully described in Attachment 1, attached hereto and incorporated by reference. The ERAP 2.3 will follow Section N of the Federal Consolidated Appropriations Act for 2021 (the "act") passed on December 27, 2020 and will assist residents of Miami-Dade County that meet the following criteria: (1) earn no more than 80 percent of the annual area median income for Miami-Dade County as published by the United States Department of Housing and Urban Development; (2) have a current written lease signed by their landlord; (3) are not a recipient of any other duplicative rental assistance program; and (4) have documentation showing that the household's income has suffered during the period of the COVID-19 pandemic.

Section 2. Authorizes the allocation and expenditure of a total amount not to exceed \$60,863,575.50 received from the United States Department of Treasury ("Treasury Department") for emergency rental assistance in accordance with the act.

Section 3. Authorizes additional expenditure authority to Contract Number RFP-01132, Section 8 Housing Voucher Services for Public Housing and Community Development in an amount of at least \$4,850,000.00 in order to add services under the contract between the County and Nan McKay and Associates, Inc ("Nan McKay") for the purpose of providing services for processing ERAP 2.3 applications, including intake and case management as prescribed in Contract Number RFP-01132. Additionally, should the County receive additional funds for emergency rental assistance, the expenditure authority may be increased by the County Mayor or the County Mayor's designee but shall not exceed ten percent of the total amounts received as provided by the act.

Section 4. Authorizes the County Mayor or the County Mayor's designee to submit agreements, amendments, documents and certifications necessary to further the purposes set forth in this legislation and/or to comply with requirements of the Treasury Department relating to funding in accordance with the act, following approval of such documents by the County Attorney's Office for form and legal sufficiency.

Section 5. Authorizes the County Mayor or the County Mayor's designee to apply for and accept from any source additional funds that may become available for emergency rental assistance, to expend those funds on eligible uses, and execute subsequent agreements with the funding source(s), as required.

Section 6. Authorizes the County Mayor or the County Mayor's designee to amend the ERAP 2.3 allocations and policies to address immediate needs in the community to assist with the COVID-19 response within the guidelines of the act.

Section 7. Authorizes the County Mayor or the County Mayor's designee to execute for all documents related to the funding allocations approved herein, all contracts, amendments, and other agreements necessary to accomplish the purposes of this resolution; to modify the terms of contracts, agreements, and amendments for projects and activities approved herein, so long as such modifications are: (1) approved by the County Attorney's Office for legal form and sufficiency, (2) substantially consistent with this resolution, and (3) found by the County Mayor or the County Mayor's designee to be in the best interest of the County; to execute other documents necessary to accomplish the purposes set forth in this resolution; and to exercise the termination, waiver, acceleration, and other provisions set forth in agreements executed in performance of this resolution as determined necessary by the County Attorney's Office.

The foregoing resolution was offered by Commissioner ,
who moved its adoption. The motion was seconded by Commissioner
and upon being put to a vote, the vote was as follows:

Jose "Pepe" Diaz, Chairman	
Oliver G. Gilbert, III, Vice-Chairman	
Sen. René García	Keon Hardemon
Sally A. Heyman	Danielle Cohen Higgins
Eileen Higgins	Joe A. Martinez
Kionne L. McGhee	Jean Monestime
Raquel A. Regalado	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared this resolution duly passed and adopted this 17th day of February, 2021. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.



Shannon D. Summerset-Williams

Attachment 1

ERAP2.3

Background

The Consolidated Appropriations Act (Act) for Federal Fiscal Year 2021 provided for \$25 billion of Emergency Rental Assistance (ERA). The Act was signed into law on December 27, 2020. Through a streamlined application process, jurisdictions with populations of at least 200,000 and States could apply for funds with allocations based on a formula provided for in the Act.

The program is being implemented through the Federal Department of Treasury (Treasury).

The three jurisdictions that could apply for ERA funds in Miami-Dade County were Miami-Dade County, City of Miami and City of Hialeah. All three applied and received funds. Miami-Dade County received approximately \$60.8 million; City of Miami approximately \$14 million; and the City of Hialeah, approximately \$7 million.

We are fortunate that the ERA funds can be incorporated into our Emergency Rental Assistance Program 2 (ERAP2) which in turn was built on ERAP1. Together ERAP1 and ERAP2 successfully awarded over \$16 million to help more than 7,500 families with rental assistance.

The next iteration of our rental assistance program is named “ERAP2.3” utilizing the \$60.8 million from the Act.

The Act requires that the funds be used for rental assistance, that eligible families must earn no more than 80% annual Area Median Income [(AMI)—in Miami-Dade County for family of 4 that amounts to \$73,120]. Preference must be provided to families who earn up to no more than 50% of annual AMI (in Miami-Dade County that is \$45,700).

Assistance for back rent can provided for up to 12 months using March 2020 as the benchmark month, and then 3 months into the future, and after that another 3 months with income verification, with the maximum assistance period being 15 months, subject to availability of funds, and the termination of the program period of December 31, 2021 with a possible extension by request through the end of March 2021. The maximum monthly rental assistance being set for ERAP2.3 is \$3,000, which is just under 150 percent of the U.S. Department of Housing and Urban Development standard of Fair Market Rent (FMR).

Landlords will be permitted and encouraged to contact the program to inform us of tenants who are in arrears. ERAP2.3 processors will then contact the tenant households to assure that application to the program is appropriate.

ERAP 2.3 will also be able to process applications on a priority basis that are associated with a mediation process that is being sponsored by the County to assist tenants and landlords that are in eviction proceedings that have led to the issuance of Writs of Possession/Eviction but have not been served due to the moratoriums on evictions and the service of evictions in Miami-Dade County.

Attachment 1

Currently the total cases that are in this group is approximately 1,600, and of course not all will result in agreement.

Applicants from households in the City of Miami and the City of Hialeah will be informed that they will need to connect with programs run by those cities. Should funds for those programs run out and there are applications that still could be processed, ERAP2.3 will accept them for possible processing based on availability of funds.

ERAP2.3 is planning to exhaust its funds by September 30, 2021 which is a date by which Treasury will assess which jurisdictions have obligated at least 65% of its ERA funds. Those that have may be provided another three (3) months to obligate dollars as well as potentially receive additional dollars based on need. By exceeding the 65% threshold and obligating all funds initially applied for and received by Miami-Dade County, families in great need will be helped on a timely basis, and the County will have a very strong case to make to Treasury that there is the capacity to allocate more ERA dollars swept from jurisdictions that did not meet the threshold by September 30, 2021, to meet the still unmet rental assistance needs of Miami-Dade County residents.

Other key features of the program:

- For those who do not have access to the internet or other devices a paper applications process is available as was done with ERAP2.
- Payments are made to landlords to ensure compliance with program and tax laws and mitigate against fraud.
- ERAP2.3 is based on a case management model to ensure that tenants and landlords understand the process and we can assess situations that a purely electronic/portal based program cannot.

Application Intake

Applications accepted beginning February 16, 2021 subject to web modifications, office space, etc. are completed; application close date, March 1, 2021; after which applications randomized to determine order of review.

- Applications will be accepted for rent only, not utilities or other expenses, except for cases mediated by the Writ Review Committee (see below).
- Landlord referrals permitted, encouraged and will be accepted. Once a landlord identifies that they have a tenant(s) in arrears, the program will contact the tenant and assist with the application process.
- Accepting of applications may be reopened at a later date if funds are still available after processing of initial applications.

Attachment 1

Eligibility

- Household income must be at or less than 80% of annual Area Median income (AMI) to be considered for the program
- Household qualifies for unemployment or has experienced a reduction in household income, incurred significant costs, or experienced a financial hardship due to COVID-19
- Rental Households in Miami-Dade County (excluding City of Miami and Hialeah except for renters who have a Writ of Possession filed against them—see below)

Priority Cases

- Households who are in arrears where the owner has filed an eviction and a Writ of Possession has been issued against them (ERAP 2.3 will work closely with the Landlord Tenant Eviction Mediation Program's Writ Review Committee. To start, approximately 1600 cases will be reviewed with assistance from PHCD by the Writ Review Committee, including Hialeah and City of Miami cases)
- Households with incomes of less than 50% of annual AMI;
- Households with one or more individuals who are unemployed as of the date of application, and have not been employed for the 90-day period preceding such date.

Special Note

The cities of Hialeah and Miami will be initially excluded from our program since both have received emergency rental assistance funds of their own. However, if or when the cities run out of program funds, then applications will be accepted to the County program and will be processed after applications that were submitted during the initial applications period, subject to availability of funds.

Assistance

Arrears

- Assistance will cover the contract rent up to \$3,000 per month.
- Maximum months of is 12 months; prorated from March 13, 2020 to application review date.

Current and Future Rental Assistance

- Approved households will be eligible for rental assistance for three additional months following initial approval period.
- Additional monthly rental assistance is subject to income verification at least once every 3 months.
- Maximum rental assistance cannot exceed 15 months.

Attachment 1

Program Administration and Documentation Needed

COVID-19 Impact

Households are required to provide some proof of how they were impacted by the COVID-19 pandemic. ERAP2.3 as with ERAP2 is very flexible on what is acceptable proof.

Income Verification

- Households will be asked to provide one document per income source, dated within 60 days, as proof of income.
- Assets will not be used to establish income eligibility for the program.

Arrears

- Family must submit documentation to support arrears such as a rent ledger or a late/eviction notice.
- Cases under court ordered mediation are eligible for funding

Owner/Tenant

- Owners must provide a W-9. ERAP2.3 processors contact landlords to acquire W-9s as was done in ERAP 2.
Landlord referrals permitted, encouraged and will be accepted. Once a landlord identifies that they have a tenant in arrears, the program will contact the tenant and assist with the application process.

Reporting

- Reporting will include all reporting requirements as prescribed by appropriate legislation.