

ATTACHMENT A

PART I.

SCOPE OF SERVICES FOR CDBG CV EMERGENCY RENTAL ASSISTANCE PROJECT

A. Introduction:

This Scope of Services is based on the April 9, 2020, U.S. Department of Housing and Urban Development (HUD) memorandum to address the Coronavirus Aid, Relief and Economic Security Act (CARES Act) Public Law 116-136 in conjunction with the implementation plan developed by the City of Durham, Legal Aid North Carolina Durham (LANC), and Durham County, the Subrecipient.

B. Program Description:

The CDBG-CV Emergency Rental Assistance Project serves low-income individuals and families significantly impacted by loss of income during the COVID-19 Pandemic. COVID-19 specific income losses impact individuals' and families' ability to keep rent current and threaten housing security. The project is designed to offer relief to City of Durham residents allowing them to remain in their current rental housing and avoid eviction. The centralized rental assistance funding is a short-term (3 consecutive months) one-time intervention that provides financial assistance not to exceed a total of \$6,000 for rental and/or utility assistance. This rental assistance is coupled with legal assistance from the LANC Eviction Diversion Program or other appropriate legal provider as approved by LANC to negotiate payment of arrears (if any) and terms of continued tenancy. This collaborative effort between DSS and LANC involves coordinated intakes and referrals. All referrals and documentation will be transmitted by the use of confidential and secure technology.

The Durham County Social Service (DSS) Rental Services Team will accept project applications, determine project eligibility and income qualify participants, and make referrals to LANC and make direct rental payments to landlords and utility providers. DSS will also review and approve any project applications prepared by LANC and serve as the fiduciary agent to make direct rental payments to landlords and utility providers for these applications.

To ensure ongoing coordination with the LANC Eviction Diversion Program, the LANC Community Resource Coordinator and DSS Social Work Supervisor will participate in weekly project coordination calls.

C. Subrecipient Performance Requirements:

All program activities shall be eligible under 24 CFR 570.201(e) according to HUD's CDBG Public Services Activities. All persons served by the program must meet the HUD definition of low-income. The Public Service Ineligible Activities 570.207(b)(4) excludes emergency grant payments/subsistence payments for housing made over a period of up to three consecutive months to the provider of such items or services on behalf of an individual or family.

Subrecipient will provide up to three continuous months of emergency rental or utility assistance to eligible clients, as defined below. Assistance may be provided for rent or utility expenses, including any late fees and costs associated with late or non-payment of rent or utilities, in arrears or going

forward so long as no more three continuous months of assistance are provided. The maximum amount of assistance provided to a single household shall not exceed \$6,000.

D. Client Eligibility:

Client Eligibility documentation will include loss of income verification during COVID 19.

- Clients must reside in the City of Durham.
- Clients must be able to certify that their housing problems arise from income loss related to the COVID 19 pandemic. Clients may self-certify to the loss of income due to the COVID-19 crisis with the appropriate anti-fraud language. LANC will create loss of income self-certification form for program participants.
- At the time of the crisis, clients must have a household income at or below 80% Area Median Income.
- Clients must be receiving legal assistance with their housing situation from Legal Aid of NC, the Duke Civil Justice Clinic or another LANC approved legal provider.
- DSS and LANC will create the detailed project guidelines and submit to the City on or before 7/15/20.

E. Subrecipient Documentation and Performance Outcomes:

Intake: All intake and eligibility documents will be created by and maintained by the Subrecipient. Intake Social Workers will screen and approve client applications and screen/approve LANC forwarded applications.

Documentation:

The following documentation must be kept on file for monitoring and income determination:

1. Completed Intake Forms
2. Income Self-Certification Form and any income documentation
3. Print out from the HUD Income Calculator
4. Supporting documentation of verified rent delinquency or upcoming required monthly rent
5. Copy of lease. If a lease does not exist, the tenant must sign a self-certification of tenancy and rent for the unit and the landlord must sign a separate self-certification of tenancy and rent due. The landlord's certification must include a statement of acceptance of the rent payment as agreement that the tenant will not be evicted through the date the rent is paid by the assistance.
6. Current utility bills (front and back) and any shut off notices for gas, electric, water/sewer. Account must be active, not disconnected.
7. Copies of the client's Identification Document
8. Consent/Release of Information Sharing Document
9. Habitability Inspection Checklist completed & certified by landlord or tenant
10. Lead Based Paint pre-1978 Disclosure by (a) or (b) shown below:
 - (a) Have landlord include the construction date of the unit on the self-certification inspection form **or**,
 - (b) Social Worker pulls the tax card to obtain unit construction date to determine if the disclosure is needed.

11. Documentation of Initial Determination of Duration & Amount of Rental and Utility Assistance

The City may audit case files throughout the contract term outside of a scheduled monitoring visit. Failure to have the above listed documents could result in a payback.

Invoicing

Subrecipient shall submit a request for payment to the Grantee on a monthly basis.

The following documentation must accompany each monthly invoice:

1. An Invoice to the City of Durham signed by DSS Administrative Officer or Director of Finance, or Finance Administrator;
2. COVID-19 Emergency Assistance Medical Report, the report validates that requests are made as a result of the COVID Pandemic and should include eligibility status, number in the household and household income;
3. Copy of Checks distributed for rent payments (front and back);
4. Copy of Lease and documentation of amount due to stabilize tenancy; and
5. Copy of Checks distributed for utility payments (front and back)

Performance Outcomes:

100% of all project participants are City of Durham residents.

100% of all project participants are below 80% of the area median income.

100% of all project participants receive legal assistance and legal support from Legal Aid of NC, the Duke Civil Justice Clinic or a LANC approved legal provider.

100% of program participants receive rent or utility assistance for no more than three continuous months

100% of the contract amount will be expended by the end of the contract.

F. Budget:

It is expressly agreed and understood that the maximum amount to be paid by the Grantee to the Subrecipient under this Contract shall not exceed \$1,077,601.00.

The budget for CV Emergency Rental Assistance project costs appears below:

<p><u>CDBG-CV Rent Payments</u> Eligible CDBG CV Subsistence Payments to provide basic shelter including Rent Payments to maintain pre COVID 19 housing per 24 CFR 570.207(b)(4) limited to emergency grant payments over a period of 3 consecutive months. Payments made directly to the provider on behalf of an individual or family.</p> <p><u>CDBG-CV Utility Payments</u> Eligible CDBG-CV Subsistence Payments to provide basic shelter including Utility Assistance per 24 CFR 570.207(b)(4) limited to emergency grant payments over a period of 3 consecutive months. Payments made directly to the provider on behalf of an individual or family.</p>	<p>\$1,077,601.00</p>
Rapid Re-housing Total	\$1,077,601.00

G. Final Draw & Close-Out

DSS shall submit a list of all individuals served during the entire grant period, and all documentation shall be complete and correct before final payment shall be issued. In addition, the Subrecipient shall provide any additional information or reports requested by the Grantee in support of the Subrecipient's eligibility for reimbursement.