

**GRANTEE OF SPARKS, NEVADA
GRANT PROGRAM CONTRACT**

THIS CONTRACT, entered into as of this ____ day of August 2020 by and between the **City of Sparks**, a municipal corporation existing under and by virtue of the laws of the State of Nevada (hereinafter referred to as the "Grantee") and **Reno Housing Authority** (hereinafter referred to as the "Subgrantee").

WITNESSETH:

WHEREAS, the Grantee is the recipient of \$402,633 of supplemental Community Development Block Grant funding allocated to the City of Sparks through the *Corona Virus Aid, Relief and Economic Security Act* (CARES Act) to prevent, prepare for and respond to the COVID-19 emergency; and

WHEREAS, as the recipient of Grant Funds, Grantee is undertaking certain activities, programs, and services necessary for the planning, implementation, or execution of the Consolidated Plan to address housing needs; and

WHEREAS, the Grantee has determined that providing rental assistance to households affected by COVID-19 pandemic is necessary to prevent eviction of households struggling financially and has made funding available for the purposes of developing of a residential rental assistance program; and

WHEREAS, the Program outlined in this Contract has been designated by the Grantee as consistent with its Consolidated Plan objectives to address housing, community and economic needs in the City of Sparks. Furthermore, the Grantee has determined that the program will meet the Low/Moderate Income Limited Clientele national objective of the Community Development Block Grant program by providing benefits to low-income and moderate-income families; and

WHEREAS, the Grantee desires to grant to the Subgrantee funds in the amount of \$402,633 to assist the Subgrantee in meeting the program measurable outcomes; and

WHEREAS, the Subgrantee's legal status is as a quasi-governmental agency of the state of Nevada and the Subgrantee is in good standing in Nevada; and

WHEREAS, in consideration of receipt of this funding, the Subgrantee agrees to abide by the terms and conditions of this Contract.

NOW, THEREFORE, the parties agree as follows:

1. DEFINITION OF TERMS

- a. **The Grantee Staff:** The Grantee Staff consists of those persons working for the City of Sparks who represent the Grantee and are designated to administer the

grant as identified above.

- b. **Program Outcome:** The program outcome is the provision of rental assistance for eligible households in accordance with Exhibit 1.
- c. **Project Supervisor:** The project supervisor is the individual from the Subgrantee who will be responsible for the administration of the program and communications with the Grantee Staff.

2. **NOTICES**

Communications and details concerning this Contract shall be directed to the following Contract representatives:

GRANTEE DESIGNEE

City of Sparks,
George T. Graham
Housing Specialist
431 Prater Way
Sparks, Nevada 89431
Phone: (775) 353-7895
Fax: (775) 353-1635

SUBGRANTEE

Reno Housing Authority
Amy Jones
Executive Director
1525 E 9th Street
Reno, NV 89512
Phone: (775) 329-3630
Fax: (775) 786-1712

3. **PROGRAM MEASURABLE OUTCOME**

The Subgrantee shall do, perform and carry out, in a satisfactory and proper manner, as determined by Grantee Staff, the following program outcome.

PROGRAM: *Emergency Rental Assistance*

Work Program:

The Subgrantee will administer an emergency, residential rental assistance program in accordance with Exhibit 1 of this Contract.

Tracking Mechanisms:

1. Number of households applying for rental assistance; number of households provided rental assistance.
2. Amount of assistance provided per household.
3. Demographics of clients served, including:
 - a. Number of persons in household;
 - b. Qualifying income of household;
 - c. Employment status of adults in household;
 - d. Racial breakdown of clients served including Black or African American, White, American Indian or Alaskan Native, Asian and Native Hawaiian or other Pacific Islander;
 - e. If client is or is not Hispanic;

- f. Number of handicapped clients served;
 - g. Number of senior citizens (\geq age 65) served;
 - h. Number of female head-of-households served;
- 4. Name of each head of household served
 - 5. A list of addresses for the households receiving assistance.

Monthly/Quarterly Reports:

For the purposes of this Contract, reporting periods conclude on October 30 and December 30, 2020. Reports must be submitted by the Subgrantee to the Grantee within 30 days of the end of the quarter.

4. PROCEDURAL REQUIREMENTS

- a. Grantee Designated Staff will monitor the performance of the Subgrantee against each of the program measurable outcomes listed herein.
- b. Substandard performance as determined by Grantee Staff will constitute non-compliance with this Contract. If action to correct such substandard performance is not taken by the Subgrantee within a reasonable period of time after being notified by the Grantee Staff, Contract suspension or termination procedures will be initiated. If the first request for reimbursement is not submitted prior to the 5 days after the end of the first quarter of the grant period, this Contract will become null and void unless the Subgrantee has received approval from the Grantee Staff in advance.
- c. Program outcomes may be administratively modified by Grantee staff if the Subgrantee provides sufficient justification in writing two (2) months prior to the close of the Term.

5. TERM

This Contract is to commence upon approval by the Grantee and Subgrantee. All of the funds must be incurred by December 30, 2020 all other services referred to herein other than reporting, shall be completed by December 30, 2020.

6. COMPENSATION

With compliance to the requirements in this Contract, the Subgrantee shall be paid the dollar amounts outlined in the following budget requirements:

Program: *Fair Housing Advocacy*

<u>Description</u>	<u>Amount</u>
Salaries and other administrative costs	Up to \$40,263
Rental assistance payments	Up to \$362,370

TOTAL CONTRACT AMOUNT: \$402,633

Funding provided herein will reimburse or offset the cost of Subgrantee in aiding the Grantee to provide emergency rental assistance along with achieving the Program Measurable Outcome. Administrative Costs include but are not limited consumable supplies used by SUBGRANTEE, costs of insurance required by this Agreement and audit costs required by this Agreement and other normal and usual costs associated with this Project. Examples of forms of financial backup Subgrantee will maintain include copies of rent payments, paid invoices and copies of checks that paid the invoice, time sheets, and pay stubs.

7. METHOD OF PAYMENT

Reimbursement of Expenses: Reimbursement will be paid after eligible expenses have been incurred and expended under this Contract in conformance with the terms and conditions of said Contract. The Subgrantee shall invoice the Grantee monthly for reimbursement by the 5th day following the end of each month. The Grantee shall remit payment to the Subgrantee on the invoice no later than 15th day following the end of each month. The Grantee may withhold payment on any item of the invoice that the Grantee deems is an ineligible cost or expense.

The Grantee shall simultaneous with withholding provide the SUBGRANTEE a written notice and explanation of the reasons for the decision to withhold. The SUBGRANTEE may dispute the decision to withhold, whereupon the parties shall meet and confer within the next five days to resolve their differences. If they are unable to reconcile differences on the decision to withhold, the SUBGRANTEE may deem the withholding a default and pursue its remedies under Section 11, below, or defer action on the withholding until the conclusion of the contract, at which time the parties may attempt, again, to reconcile differences on the City's decision to withhold on this and any other pending decisions to withhold. If the differences cannot be reconciled, the SUBGRANTEE may again deem the withholding a default of the contract and pursue its remedies under Section 11, below.

8. GENERAL TERMS AND CONDITIONS

a. **Required Reports/Audits.** The Subgrantee agrees to file quarterly reports as outlined in this Contract. Audits are required as follows:

An annual audit covering the grant year(s) in this Contract must be submitted to the Grantee within 9 months after the end of the audit period and the report

submitted to the Grantee within 30 days of the Subgrantee's receipt of the auditor's report(s). The Subgrantee shall submit to the Federal clearinghouse designated by the federal office of Management and Budget the data collection form used in the audit along with a copy of the reporting package. It shall also submit a copy of the reporting package to HUD and the Grantee.

- b. **Required Project Record Keeping and Bookkeeping.** The Subgrantee agrees to provide for bookkeeping and client record keeping on a program basis using approved bookkeeping and record keeping systems and to retain program records for four years from the time of termination of this Contract. The bookkeeping and client files and program records shall be open and available for inspection and audit at any time by the Grantee Staff with 24-hour notice. Specific client records, including names, shall be available to the Grantee Staff upon request.
- c. **Personal Property.** All personal property purchased by the Subgrantee, with written prior approval of the Grantee and with funds obtained pursuant to the Contract, shall be the property of the Grantee unless otherwise provided in writing by the Grantee.
- d. **Budget Changes.** The Subgrantee shall only make changes in the approved and executed budget with the approval of Grantee Staff.
- e. **Purchase of Equipment and Supplies.** The Subgrantee shall only acquire or purchase equipment, supplies or services where the estimated cost is more than \$10,000 after requesting bids from two or more persons capable of performing the contract, if available. If the estimated cost exceeds \$25,000, requests for bids must be submitted to three or more persons capable of performing the contract, if available. No lead-based paint is to be purchased or used on any project.
- f. **Lobbying.** The Subgrantee agrees that no funds received under this Contract shall be used for publicity or propaganda purposes designed to support or defeat legislation pending before Federal, state or local government.
- g. **Reversion of Assets.** Where CDBG funds are distributed pursuant to this Contract, then upon expiration of the Contract the Subgrantee shall transfer to the Grantee any CDBG funds on hand and un-incurred at the time of expiration and any accounts receivable attributable to the use of CDBG funds.
- j. **Insurance Requirements.** The Grantee has established specific insurance requirements for agreements/ contracts with non-profit agencies to assure that reasonable insurance coverage is maintained. All of the requirements must be complied with prior to any reimbursement for any program.

The Subgrantee shall maintain, at least, the following insurance policies. Each insurance policy shall name the Grantee as additional insured. Proof of insurance is required at the beginning of program activities. All policies will be written by

Best A-Rated companies and shall have policy limits no less than:

- (1) General Liability: \$500,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be increased to equal twice the occurrence limit or revised to apply separately to each project or location.
- (2) Automobile Liability: \$500,000 combined single limit per accident for bodily injury and property damage. No aggregate limits may apply.
- (3) Professional Liability: \$500,000 per occurrence and as an annual aggregate.

- k. **Legal Actions Against Grantee.** If any legal action is filed against the Subgrantee, the Subgrantee shall immediately notify Grantee staff.
- l. **Indemnification and Liability Insurance.** The Subgrantee will indemnify the Grantees provided for herein, commencing on the date of this Agreement through the December 30, 2020, (the "Indemnity Period"), unless otherwise modified, herein. The duty to indemnify includes claims arising out of the Indemnity Period and asserted within the applicable statutes of repose. To the fullest extent provided by law, the SUBGRANTEE shall indemnify, hold harmless and defend the Grantee and its related parties from and against all claims and liability arising out of and to the extent caused by the acts errors or omissions of the SUBGRANTEE and its related parties arising out of the administration of this Agreement to the extent caused by an act, error or omission of the SUBGRANTEE or a related party. "Arising out of the administration of this Agreement" means the performance of any task, responsibility or the pursuit of any right with respect to the construction, rehabilitation, maintenance and operation of the Project. "Act, error or omission" includes acts, failure to act, errors, or omissions that constitute negligence, willful tortious conduct, or for which strict or imputed liability may be imposed as determined by a court of competent jurisdiction under applicable law, and further includes breaches of this agreement and/or violations of law. "Claims and liability" means all third party claims, actions, damages, losses, judgments, injuries, costs and expenses, (including those paid to settle the case) including but not limited to reasonable attorneys' fees and costs, including those related to bodily injury, sickness, disease or death or to injury to or destruction of tangible property (including the loss of use resulting therefrom) and other economic damages but excluding any consequential losses, damages or claims. The SUBGRANTEE may assert the defense of sovereign immunity for both itself and the City. The SUBGRANTEE may also assert as a defense that there are no third party beneficiaries to this Agreement. "Defend" includes the obligation to defend litigation at the indemnifying party's sole expense using counsel that is reasonably acceptable to the indemnified party. Each indemnified party shall be permitted to participate, if it chooses, in the defense of any action claiming liability at the indemnified party's own expense, even if the indemnified party is indemnified hereunder, provided that no settlement with respect to any claim under any such action shall

be permitted without the SUBGRANTEE's consent (to be given or withheld in the SUBGRANTEE's sole and absolute discretion). "Related Party" includes all officers, employees, volunteer workers, agents, contractors and subcontractors of a party who are acting within the scope of their assigned and lawful duties as well as anyone directly or indirectly employed by any of them.

- m. **Assignment of Contract.** It is agreed by and between the parties hereto that neither this Contract nor any part thereof may be assigned by the Subgrantee, and that in the event that the Subgrantee does so assign, the Grantee Staff may, at their option, terminate this Contract and be relieved of further obligation to the Subgrantee.
- n. **Federal Procurement Eligibility.** The Subgrantee certifies that a non-federal entity, the Subgrantee and its principals have not been themselves or contracted with any entity that has been suspended or debarred by the Federal Government, and are not listed in the list of parties excluded from the Federal procurement or non-procurement programs issued by the General Services Administration. This regulation applies not only to physical improvements and construction, but also services.
- o. **Grounds for Reduction of Compensation or Termination of the Contract.** The Grantee Staff reserves the right to terminate this Contract or to commensurately reduce the Contract compensation amount, in an amount as determined by the United States Department of Housing and Urban Development, upon written notification to the Subgrantee that any one or more of the following has occurred:
 - (1) Failure of the Subgrantee to file quarterly reports by the 30th day following the end of each quarter;
 - (2) Failure of the Subgrantee to expend fifty percent of the funding by November 16, 2020;
 - (3) Failure of the Subgrantee to meet any standards specified in this Contract;
 - (4) Failure to comply with written notice from Grantee Staff of substandard performance in scope of services under the terms of this Contract;
 - (5) Failure of the Subgrantee to comply with State and Federal Accounting Laws;
 - (6) Subgrantee employees, officers or its designees or agents using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties;
 - (7) Where applicable, notification by HUD to the Grantee Staff that said

programs are ineligible because of services provided, location of services provided, or that the programs funded with the Community Development Block Grant Funds are not deemed to be related to the Consolidated Plan;

- (8) Where applicable, notification by HUD to the Grantee Staff that said programs funded by the Community Development Block Grant Funds are deficient and that continued support of the programs would not provide an adequate level of services to low income and minority people;
- (9) Where applicable, written notification from HUD to the Grantee Staff that the program funds made available to the Subgrantee are being curtailed, withdrawn, or otherwise restricted.

p. **Personnel.**

- (1) The Subgrantee represents that it has hired or will hire all personnel required in performing the services under this Contract. Such personnel shall not be employees of, or have any contractual relationship with, the Grantee.
- (2) All of the services required hereunder will be performed by the Subgrantee, and all personnel engaged in the work shall be fully qualified.

q. **Compliance with Laws.** The Subgrantee agrees to follow all federal, state and local laws pertaining to the operation of said agency.

r. **Funding.** Funding under this grant is to be used only for eligible activities.

s. **Integration.** This Agreement, including the Recitals and Exhibit 1, all of which are incorporated by reference as a part of this Contract, constitute the complete and integrated agreement between the parties with respect to the matters recited herein, and supersedes any prior or contemporaneous written or oral agreements or understandings with respect thereto.

t. **Amendment; Waiver.** This Contract shall not be modified, amended, rescinded, canceled or waived, in whole or in part, except by written amendment signed by duly authorized representatives of the parties. No waiver of any other provisions of this Contract shall be deemed to be a waiver of any other provisions, regardless of similarity, and no waiver shall constitute a continuing waiver. Forbearance or failure to declare a default or pursue a remedy shall not constitute a waiver except as provided in this Contract.

u. **Drafting Presumption.** The parties acknowledge that this Contract has been agreed to by both parties, that both parties have consulted or have had the opportunity to consult with attorneys with respect to the terms, and that no presumption shall be created against the Grantee as the drafter of this Contract.

9. JURISDICTION AND GOVERNING LAW

It is understood and agreed by and between the parties hereto that this Contract shall be deemed and construed to be entered into and to be performed in the County of Washoe, State of Nevada, and it is further understood and agreed by and between the parties hereto that the laws of the State of Nevada shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement.

10. OTHER PROVISIONS

During the performance of this Contract, the Subgrantee must follow:

a. Equal Employment Opportunity.

- (1) The Subgrantee will not discriminate against any employee or applicant for employment or individual receiving the benefit of the Subgrantee's services because of race, creed, religion, color, age, national origin, political affiliation, sex, sexual orientation, familial status, or disability (as provided in Section 504 of the Rehabilitation Act of 1973, as amended). The Subgrantee will take action to ensure that all applicants are considered equally. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Subgrantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Such action shall include individuals benefiting from program services/activities.
- (2) Vietnam Veterans. The Subgrantee agrees to comply with Section 402 - Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era Act.
- (3) The Subgrantee agrees to comply with any federal regulations issued pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended.

- b. Business and Employment Opportunities for Lower Income/ Minority Residents.** In all solicitations for bids, the contractor must, before signing the contract, provide a preliminary statement of the work force needs and plans for possible training and employment of lower income persons. When a Subgrantee utilizes the bidding procedure to let a bid, the invitation or solicitation for bids shall advise prospective contractors of the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, regulations. If a Subgrantee solicits or requests for invitation for bids, every effort feasible will be

made to contact minority organizations for a response to the solicitations or invitations for bidders.

- c. **Nondiscrimination in Federally Assisted Programs.** The Subgrantee will not discriminate in the provision of services or benefits to any person on the basis of race, creed, religion, color, age, national origin, political affiliation, sex, sexual orientation, marital status or disability.
- d. **Hatch Act.** Neither the Subgrantee program nor the funds provided therefore, nor the personnel employed in the administration of the program shall be in any way or to any extent engaged in the conduct of political activities in contravention of Chapter 15 of Title 5, United States Code.
- e. **Religious Activities.** In addition to, and not in substitution for, other provisions of this Contract regarding the provision of essential services and/or the payment of operational costs, the Subgrantee:
 - (1) Represents that if it is, or may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes which is supervised or controlled by, or in connection with, a religious or denominational institution or organization, in connection with such essential services and operation costs:
 - A. It will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;
 - B. It will not discriminate against any persons seeking emergency shelter and related services on the basis of religion and will not limit such services or give preference to persons on the basis of religion; and
 - C. It will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing and exert no other religious influence in the provision of services or the use of facilities or furnishings assisted in any way under this Contract.
- f. **Drug-Free Workplace Requirements.** The Subgrantee agrees to conform to the guidelines set forth in the certification regarding Drug-Free Workplace Requirements.
- g. **Conflict of Interest.**
 - (1) A Subgrantee who has a Sparks Council person or County Commissioner

on their Board of Directors will not receive grant funds unless there is a public disclosure of the conflict and approval from the Grantee.

- (2) The Subgrantee shall prohibit any conflicts of interest as defined in Section 24CFR570.611. This section covers employees, agents, consultants, officers or elected or appointed officials of the Subgrantee and relates to procurement of supplies, equipment and services, as well as acquisition or disposition of property.

11. DEFAULT AND REMEDIES

- a. Default & Notice to cure.
 - (1) Neither party to this Agreement waives its sovereign immunity from suit, to the extent that it exists.
 - (2) A default under this Agreement occurs if there is a breach of this Agreement which is not cured within the time period specified.
 - (3) If either party to this Agreement believes that a breach under this Agreement has occurred, it shall give the other party notice in writing, and the notified party shall have thirty (30) business days to cure the default. If the notified party has commenced and is diligently pursuing a cure for the default, such cure period shall be extended as reasonably necessary to complete such cure.
- b. Grantee City of Sparks Remedies. If a default occurs without excuse or discharge and remains uncured after written notice is provided to SUBGRANTEE thereof and the cure period specified above, the Grantee may exercise any one or combination of the following remedies, and the rights and remedies herein are cumulative so that the exercise of any one or more of such rights or remedies shall not preclude the exercise, at the same or different times, of any other right or remedy for the same default or any other default:
 - (1) Seek declaratory and injunctive relief for specific performance of the obligations under this Agreement; and/or
 - (2) Bring an action for damages;
 - (3) Pursue any other remedy provided for in law or equity.
- c. Subgrantee Remedies. If a default occurs without excuse or discharge and remains uncured after written notice is provided to the Grantee thereof and the cure period specified above, the SUBGRANTEE may exercise any one or combination of the following remedies, and the rights and remedies herein are cumulative so that the exercise of any one or more of such rights or remedies shall not preclude the

exercise, at the same or different times, of any other right or remedy for the same default or any other default:

- (1) Seek injunctive and declarative relief;
 - (2) Bring an action for damages;
 - (3) Pursue any other remedy provided for in law or equity.
- d. Waivers. Failure or delay in giving notice of breach or default shall not constitute a waiver of default. Except as otherwise expressly provided in this Agreement, any failure or delay by any party in asserting any of its rights or remedies as to any default shall not operate as a waiver of any default, or of any such rights or remedies, or deprive any such party of its right to institute and maintain any actions or pursue any remedies. Waivers are binding on a party only if expressed in writing signed by an authorized officer of the waiving party
- e. Attorney's Fees and Costs. If either party brings any action or proceeding to enforce the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs as determined to be just under the circumstances by the Court.

12. **AUTHORITY TO ENTER INTO CONTRACT.**

The undersigned person signing as an officer on behalf of the Subgrantee, a party to this Contract, hereby warrants and represents that said person has actual authority to enter into this Contract on behalf of said Subgrantee and to bind the same to this Contract, and, further, that said Subgrantee has actual authority to enter into this Contract and that there are no restrictions or prohibitions contained in any article of incorporation or bylaws against entering into this Contract.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the date entered into on the first page hereof.

RENO HOUSING AUTHORITY

By: _____
Chairperson, Board of Commissioners

By: _____
Executive Director

CITY OF SPARKS

By: _____
Ronald E. Smith, Mayor

APPROVED AS TO FORM ONLY:

By: _____
City Attorney

EXHIBIT 1

CARES ACT (CDBG-CV) FUNDED EMERGENCY RENTAL ASSISTANCE PROGRAM

The City of Sparks is partnering with the Reno Housing Authority (RHA) to launch an **“Emergency Rental Assistance Program”** to assist households impacted by the COVID-19 crises and seeking recovery assistance. The City will provide CDBG-CV funding to the Reno Housing Authority (RHA), acting in the capacity of subrecipient, to disburse funds for Sparks residents with an inability to pay their monthly rent as a result of income losses attributable to the COVID-19 pandemic. *Assistance is provided for up to three (3) months of rent, including past due rent, payable to an eligible household’s landlord by RHA, acting on behalf of the City of Sparks.*

To be eligible, a household must qualify as a low-moderate income (LMI) resident renting an apartment or single-family residence in the city of Sparks. Renters do not have to have been diagnosed with the COVID-19 virus to be eligible to participate. Assistance is limited to low-to-moderate income (LMI) renters whose households earn 80% or less of the Area Median Income (AMI), as defined by the United States Department of Housing and Urban Development (HUD):

HUD Income Limits (≤80 % AMI)

Reno, NV. MSA FY 2019/2020

1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
\$43,750	\$50,000	\$56,250	\$62,500	\$67,500	\$72,500	\$77,500	\$82,500

Please note that income guidelines apply to household income before the COVID-19 related income loss.

RHA must check to see that assisted households that receive CDBG-CV assistance have not previously received, or will not receive, duplicative assistance from another source before CDBG-CV assistance is provided. This duplication of benefits analysis may be accomplished in various ways including by requiring beneficiaries to provide a self-certification indicating that they have not received a duplicative benefit, requiring them to fill out a questionnaire listing potentially duplicative assistance that they have already received, or reasonably anticipate receiving, and through other means. RHA must also require that if an assisted household subsequently receives a duplicative benefit, it agrees to repay the RHA.

A CDBG-CV grantee may permit payment of a cost that will be or is likely to be paid by another source in the future if the person or entity receiving the assistance enters an agreement to repay the CDBG-DR funds when the other source of assistance is received.

When applying, renters must provide:

- Photo identification
- A valid and current written lease signed by the landlord
- Verification of household members through lease agreement or identification
- Proof of income before the COVID-19 related loss for all adult members of household and documentation demonstrating the loss of income or an affidavit confirming loss of income due to COVID-19
- Documentation of household financial assets (i.e., bank statements). Cash assets may not exceed \$3,000,
- Evidence of non-duplication of assistance.

To apply renters, must submit:

- Paper or online application

For a renter to participate, the renter's landlord must:

- Accept the rental payment from RHA

Renters are NOT ELIGIBLE to participate if:

- They live in Public Housing
- Receive other government rental assistance (ESG, Section 8/Housing Choice Vouchers, etc.)
- Are in the process of being evicted for a reason other than non-payment of rent.

Applicants selected to participate will receive emergency rental assistance for a maximum of three (3) months.

The program is funded with Community Development Block Grant funds (CDBG-CV) provided under the federal CARES Act.