

**SECOND ADDENDUM TO AGREEMENT FOR EMERGENCY RENTAL ASSISTANCE FUNDS**

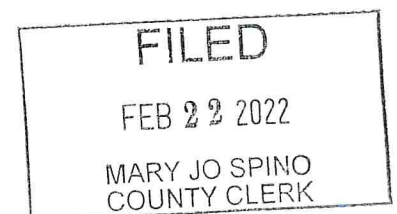
This Second Addendum to the Agreement for Distribution of Emergency Rental Assistance Funds ("Addendum"), is entered into this 22<sup>nd</sup> day of FEBRUARY, 2022, by and between the undersigned Jackson County, Missouri ("County"), and the undersigned **COMMUNITY SERVICES LEAGUE, 404 N. NOLAND ROAD INDEPENDENCE, MO 64050** ("Recipient") an entity which operates within said County (collectively the "Parties").

**WITNESSETH:**

WHEREAS, County and Recipient entered into an Agreement for Distribution of Emergency Rental Assistance funds dated April 8, 2021 ("the Prior Agreement"), and an Addendum to Agreement, dated October 21, 2021 ("the Prior Addendum"), whereunder County agreed to provide emergency rental assistance funds to Recipient for distribution by Recipient to qualified applicants;

NOW THEREFORE, in consideration of the foregoing and the terms and provisions herein contained, County and Recipient respectively promise, covenant, and agree with each other as follows:

1. Except as expressly provided herein, all provisions of the Prior Agreement and Prior Addendum shall remain in full force and effect pursuant to its terms.
2. County agrees to distribute to Recipient funds up to the sum of **\$25,000,000.00** for the purpose of providing emergency rental assistance to qualified applicants pursuant to the terms and conditions of the Prior Agreement and Prior Addendum, subject to approval and execution of this Second Addendum, and as modified by Recipient's supplemental Proposal attached hereto as Exhibit A. The County will advance to Recipient one-fifth of this sum, or \$5,000,000.00, upon the execution of this Addendum and County's receipt of funds from the Missouri Housing Development Commission (MHDC). The remaining funds shall be advanced by the County to Recipient as requested by Recipient and approved by the County Administrator.



3. Any benefit received under this Second Addendum by an employee of Recipient or an employee of a subcontractor of Recipient on this contract must be disclosed by Recipient to the County's Legislative Auditor.
4. Under this program, any direct payment by Recipient to tenants, as opposed to payments to landlords, must be approved by the Legislative Auditor.
5. Rental assistance payments will be capped at \$1,569.00 per month, reflecting the average market rent for a four-bedroom residential unit in the Kansas City Metropolitan Area; and,
6. Qualified emergency rental assistance applicants residing throughout the County, who are subject to eviction judgments entered by the Sixteenth Judicial Circuit Court of Jackson County, are eligible for funds made available by the Prior Agreement, Prior Addendum, and this Second Addendum; and,
7. Recipient is specifically authorized to subcontract for the delivery of services under this Second Addendum with those entities identified in Exhibit A. All of Recipient's subcontractors shall be bound by the provisions of this Second Addendum, as well as the provisions of the Prior Agreement and Prior Addendum.
8. The Second Addendum shall be effective as of February 1, 2022, and shall remain in effect, together with the Prior Agreement and Prior Addendum, until December 31, 2022.
9. This Second Addendum to Agreement, together with the Prior Agreement and Prior Addendum, incorporates the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the parties hereto have signed and executed this Agreement on the date first above written.

COMMUNITY SERVICES LEAGUE

JACKSON COUNTY, MISSOURI

By Lynn Rose  
*Chief Program Officer*

By Frank White, Jr.  
County Executive

APPROVED AS TO FORM

ATTEST

Bryan O. Kovinsky  
County Counselor

Mary Jo. Spino  
Mary Jo. Spino  
Clerk of the Legislature

#### REVENUE CERTIFICATE

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this contract is chargeable, and a cash balance otherwise unencumbered in the treasury from which payment is to be made, each sufficient to meet the obligation of **\$25,000,000.00** which is hereby authorized.

2-10-2022  
Date

Sal  
Director of Finance and Purchasing  
Account No. 010-1031-56789

PC 103122001 000 ML

## **Jackson County Implementation of U.S. Department of Treasury Emergency Rental Assistance Program (ERAP) 1 Reallocation**

The State of Missouri, through its designated agent Missouri Housing Development Commission, has reallocated \$25,000,000 in Emergency Rental Assistance (ERA) 1 funds to Jackson County “to assist households that are unable to pay rent and utilities due to the COVID-19 pandemic.” Community Services League, with offices in Blue Springs, Grain Valley, Independence, and Oak Grove, in regional coordination with United Way of Greater Kansas City, proposes to oversee the ERAP 1 Reallocation in Jackson County.

### **Background Information About the ERAP**

*From the Department of Treasury (<https://home.treasury.gov/policy-issues/cares/emergency-rental-assistance-program>)*

#### Eligibility

An “eligible household” is defined as a renter household in which at least one or more individuals meets the following criteria:

- 1) Qualifies for unemployment or has experienced a reduction in household income, incurred significant costs, or experienced a financial hardship due to COVID-19;
- 2) Demonstrates a risk of experiencing homelessness or housing instability; and
- 3) Has a household income at or below 80 percent of the area median.

Rental assistance provided to an eligible household should not be duplicative of any other federally funded rental assistance provided to such household.

Eligible households that include an individual who has been unemployed for the 90 days prior to application for assistance and households with income at or below 50 percent of the area median are to be prioritized for assistance.

Household income is determined as either the household’s total income for calendar year 2021 or the household’s monthly income at the time of application. For household incomes determined using the latter method, income eligibility must be redetermined every 3 months if additional assistance is provided.

#### Available Assistance

Eligible households may receive up to 12 months of assistance, plus an additional 3 months if the grantee determines the extra months are needed to ensure housing stability and grantee funds are available. The payment of existing housing-related arrears that could result in eviction of an eligible household is prioritized. Assistance must be provided to reduce an eligible household’s rental arrears before the household may receive assistance for future rent payments. Once a household’s rental arrears are reduced, grantees may only commit to providing future assistance for up to three months at a time. Households may reapply for additional assistance at the end of the three-month period if needed and the overall time limit for assistance allowable by the legislation is not exceeded.

### Application Process

An application for rental assistance may be submitted by either an eligible household or by a landlord on behalf of that eligible household. Households and landlords must apply through programs established by grantees. In general, funds will be paid directly to landlords and utility service providers. If a landlord does not wish to participate, funds may be paid directly to the eligible household with the express consent of an authorized Jackson County representative.

### **Jackson County Implementation**

In Jackson County, Community Services League will:

- Serve as subgrantee to the County and work with United Way and a group of Jackson County nonprofits to implement ERAP in the municipalities of Jackson County outside of Kansas City (as well as unincorporated Jackson County);
- Deploy a multi-agency team of caseworkers responsible for application review and approval of requests for rent and utility assistance;
- Manage administration of a centralized application portal that will provide both a method for seeing assistance and a vehicle for meeting the substantial documentation burden set forth by the federal government;
- Implement a system for compliance review and conduct ongoing compliance review of applications as they are processed;

CSL will sub-contract with social service providers in Lee's Summit, Raytown, and Grandview to connect the funds to end users. CSL reserves the right to change this list of providers based on provider performance, and our region's success or challenges in connecting households to assistance. Memoranda of Agreement will be written with this flexibility in mind.

The primary job of the sub-contractors is to process the applications and ensure compliance with all paperwork, verify unemployment status, verify household income, and to provide case management services. The sub-contractor should provide information about: additional family stability resources, connection to mainstream or pandemic benefit programs, information about job training resources, and/or financial coaching.

There will be two websites for information and application – [www.jackscountyerap.org](http://www.jackscountyerap.org) (English) and [www.jacksoncountyerap.org/espanol](http://www.jacksoncountyerap.org/espanol) (Spanish).

United Way of Greater Kansas City will serve as a regional convener of rental assistance recipients, will serve as a bi-state, multi-jurisdictional advocate for our area, and will coordinate data activity to ensure equitable access to assistance funds and ensure no duplicative assistance. United Way will help message the regional impact of these funds. United Way will provide:

- Technical assistance in the development of application forms, work flow, policies and procedures, partner agreements and reporting;
- Ongoing convening of the nonprofit partners involved in the distribution of ERAP funds;
- Information, referral and pre-screening of applicant through United Way 2-1-1;

- Assistance with program monitoring to ensure that funds are distributed within the timeline prescribed by the Treasury Department.

## **Applications**

CSL will utilize its applicant portal (powered by Zoho Forms and Zoho Desk) to solicit applications. There will be one application used for all of Jackson County (including KCMO). A few details about applications:

- The standard, web-based application will be in both English and Spanish
- Paper copies of the application will be made available, but if a paper application is made, it will be transcribed by a Case Manager into Zoho.
- Those not able to access the internet, or needing other special assistance, will be encouraged to come in person to a participating agency and will be provided a computer or tablet to fill out the application and, as needed, receive assistance from a caseworker.
- A telephone application option is available, in which an applicant speaks to an application navigator over the phone to get an application submitted.
- Applicants must furnish documentation to support the requirements outlined by the Department of Treasury. This includes, but isn't limited to, an invoice from the landlord detailing the delinquent charges, a W-9 from the landlord, documentation proving unemployment, or documentation detailing all earned and unearned income for workers in the household.

## **Work Flow**

As stated above, "Eligible households that include an individual who has been unemployed for the 90 days prior to application for assistance and households with income at or below 50 percent of the area median are to be prioritized for assistance." It will be the priority of this effort in Jackson County to help those who meet the above criteria.

CSL and its partner agencies will broadly solicit applications beginning March 29, 2021, through the ERAP website. A multitude of strategies will be used, including social media, printed ads, outreach to media outlets, etc. to promote the applications. Processing of applications will begin on April 5, 2021. CSL will not "route" applications to providers until April 5, 2021, at 9:00 a.m. At that time, providers will work through their applications, giving priority to applicants that meet the priority criteria above. Only after meeting all priority applications may an agency move to other applicants that meet the criteria.

CSL staff will monitor and review every application received in Jackson County. CSL will route the application to the most appropriate service provider, based on agreed-upon criteria. The majority of applications will be routed based on the zip code of the applicant, but some may be routed based on existing volume sent to a service provider, primary language, and/or other special accommodations needed (i.e. domestic violence victim). Each partner agency will declare a primary contact, who will be the official liaison with CSL and its Zoho database.

## **Payments**

For the purpose of equitable distribution, it shall be the initial working policy of CSL and United Way of Greater Kansas City, in Jackson County, to pay all rental and utility arrears going back as far as April 1,

2020. For rental payments, the Jackson County ERAP will also pay the current month's rent and the upcoming month two months for all qualifying applicants, as allowed by law.

Payments will only be made directly to the landlord and/or utility company. The law allows payments to be made to individuals if a landlord won't accept payment. In the rare case that happens, CSL will consult with authorized Jackson County representatives for approval to make payment to a household. All reasonable efforts will be made to engage the landlord.

As part of this effort, all landlords and utility companies will be encouraged to agree to waive all late fees and penalties, in order to stretch the fund dollars as far as possible. If a landlord/utility provider refuses to do so, CSL has the authority to allow payment of late fees and penalties.

Households facing imminent eviction will receive assistance under the program in an expedited fashion as needed. For example, a household with an eviction judgment

This program will not:

- Provide direct access to Legal services
- Pay delinquent rent that is in collection without a clear agreement, documented in writing, that payment of rental debt to a landlord will result in a satisfied judgment in the view of the Circuit Court
- Pay rent from one spouse to another, pay rent from a child to a parent, or pay rent from one joint owner of a house to the other joint owner of a house, unless a lease can be produced. For example, a non-married couple that jointly own a house can't claim that one partner owes "rent" to the other without a lease.

### **Federal Priority Populations**

The federal legislation that authorized the ERAP stipulates that state and local programs prioritize service to two groups: those who have household income at or below 50% of Area Median Income and those who have been unemployed 90 days or longer.

CSL and UWGKC will develop protocols for prioritizing these two populations and implement that protocol across the partner nonprofits. Under considerations for the prioritization protocols include:

- 1.) Conducting the review of applications from these two groups at a faster pace than applications from households outside them. For example, we could route applications to caseworkers from priority applicants on a daily basis, but route other applicants on an every-other-day or weekly basis, resulting in a process that enables priority applicants to have their applications at a slightly faster rate.
- 2.) Providing a higher level of financial assistance to these two groups than applications from households outside them. For example, the federal legislation allows for (but does not require) prepayment of rent for up to three months at a time, in addition to covering rental arrears. We may provide three months of assistance for these priority populations but refrain from paying forward any months for other applicants, or only pay forward one month.

As we finalize details around the method to be used to prioritize these two populations, we will share the with County leadership.

### **Jurisdiction**

For all intents and purposes, the funds outlined in this document can support residents of the following Jackson County jurisdictions:

Blue Springs  
Blue Summit (unincorporated Jackson County)  
Buckner  
Grain Valley  
Grandview  
Greenwood (only the portion located in Jackson County - north of SW County Line Rd/Spruce Dr)  
Independence  
Lake Lotawana  
Lake Tapawingo  
Lee's Summit (only the portion located in Jackson County - north of SW County Line Rd/155th St)  
Levasy  
Lone Jack  
Oak Grove  
Pleasant Hill (only the portion located in Jackson County - north of E County Line Rd/155th St)  
Raytown  
Sibley  
Sugar Creek  
Unincorporated Jackson County

CSL, its partner organizations, and United Way of Greater Kansas City will consult with the County on questions of residency. The County will appoint one contact person to help discern addresses in question (namely the Blue Summit area, south Lee's Summit, south Greenwood, south Pleasant Hill, the Raytown area, and areas of the County that border Lafayette County and Cass County).

### **Policies and Protocols to Ensure Compliant and Consistent Implementation**

Community Services League and the United Way have created a Jackson County Emergency Rental Assistance Program Policy & Procedure manual that is updated regularly as the U.S. Treasury Department continues to release updated guidance. The policies address compliance issues including (but not limited to) the following:

**Appeals policy** – a formal means by which an applicant household can appeal a denial of a request for assistance

**Privacy policy** – a policy for the protection of the privacy of applicants and the handling of personally identifiable information

**Duplication of Benefit** – a written protocol for use by partners processing applications to ensure—prior to final approval—that the applicant has not already received assistance from another government



assistance program for the same need (i.e., ensuring that the same month's bill isn't being paid by this program and another program)

**Strategy for over-the-phone applications** – a clearly defined method for an applicant to submit a request, with assistance by a caseworker, over the phone, and alternative plans for submitting supporting documentation (e.g. drop-off of documents vs. being uploaded via the online platform)

**Strategy for in-person applications** - a clearly defined method for an applicant to submit a request, with assistance by a caseworker, in person

### **Proposed Budget**

Total funding: \$25,000,000

Amount eligible for housing stability services and administrative expenses (up to 10%): \$2,500,000

Amount to be spent on rent/utility payments throughout Jackson County: \$22,500,000

### **Housing Stability Services and Administrative Expenses**

While not binding, CSL and UWGKC expect to allocate the following dollars for Housing Stability Services and Administrative Expenses\*:

United Way 2-1-1	\$250,000
Accounting – CSL & UWGKC	\$100,000
Help Desk – CSL	\$75,000
Grandview Assistance Program	\$75,000
Lee's Summit Social Services	\$75,000
Raytown Emergency Assistance Program	\$75,000
Hope House	\$75,000
CSL ERAP Case Managers	\$500,000
Outreach Coordinators (2)	\$110,000
Marketing & Communications	\$100,000
Technology (hardware/software/phones)	\$100,000
Kansas City Partner set-aside	\$250,000
Housing Stability Services – Legal Support	\$500,000
Program Management and Administration	\$215,000
<b>Total</b>	<b>\$2,500,000</b>

*\*As needs arise, the budget may be shifted to meet the changing needs of Jackson County residents as the pandemic environment continues to impact our communities.*