

Presented by: Hale, Weldon  
Presented: 10/01/2020  
Drafted by: R. Palmer III

**RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Emergency Appropriation Resolution Serial No. 2912(b)**

**An Emergency Appropriation Resolution Appropriating up to \$3,000,000 to the Manager for a COVID-19 Housing Assistance Grant Program; Funding Provided by the CARES Act Special Revenue Fund.**

WHEREAS, consistent with Charter 9.10(b), upon declaration by the Assembly that a public emergency exists and describing the emergency in clear and specific terms, the Assembly by resolution may make emergency appropriations upon approval by all Assemblymembers present or by seven of its membership, whichever is the lesser number; and

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death and is easily transmittable person to person; and

WHEREAS, on March 11, 2020, the World Health Organization (“WHO”) declared the virus a pandemic; and

WHEREAS, on March 11, 2020, the State of Alaska declared a public health emergency in response to the anticipated outbreak of the virus in Alaska; and

WHEREAS, on March 13, 2020, President Donald J. Trump declared a national emergency in response to the virus pandemic; and

WHEREAS, on March 16, 2020, the Assembly declared a local emergency in response to COVID-19; and

WHEREAS, on March 22, 2020, the City and Borough of Juneau (“CBJ”) received its first positive case of COVID-19 and continues to have multiple COVID-19 cases weekly; and

WHEREAS, Senate Bill 241 provided for temporary moratoriums on residential evictions for nonpayment of rent and on foreclosures, but those protections have expired, and

WHEREAS, there is additional need in the community for this grant program, which is in addition to the rental assistance provided by Resolution 2889 (April 20, 2020); and

WHEREAS, many people use their permanent fund dividends to fill heating fuel tanks just as winter sets in; and

WHEREAS, because the dividends were issued in July and many people do not have the ability to save money for the fall and winter, particularly this year due to the COVID-19

pandemic, this program is necessary to provide for health and welfare of the community;  
and

WHEREAS, reliance on stable and quality technology, like internet service, has increased because people, especially students, have started fall educational programs online; and

WHEREAS, the COVID-19 Housing Assistance Grant Program costs are necessary due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); and

WHEREAS, the COVID-19 Housing Assistance Grant Program costs were not accounted for in the FY20 budget; and

WHEREAS, the COVID-19 Housing Assistance Grant Program are incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

**Section 1. Emergency Appropriation.** There is appropriated to the Manager the sum of three million dollars (\$3,000,000.00) for a COVID-19 Housing Assistance Program. This is an appropriation for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

**Section 2. Source of Funds:**

CARES Act Special Revenue Fund	\$ 3,000,000.00
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**Section 3. Program Purpose and Terms.** The program is subject to the following terms and conditions:

- (a) **Intent.** The intent of this grant program is to provide a simple application for financial support to people residing in the City and Borough of Juneau who have been financially harmed by COVID-19 and need assistance paying for mortgage, rent, and utilities including heating fuel from August 1 through December 30, 2020. A grantee would be eligible for up to \$2,000.00 per household.
- (b) **Administration.** The Grant Administrator is Catholic Community Services. The Manager is authorized to execute an agreement with the Grant Administrator for disbursement of COVID-19 Mortgage and Rental Assistance funds. The Grant Administrator is responsible for assuring the program funds are disbursed only to eligible applicants. The Grant Administrator shall be provided a reasonable administration fee based on actual expenses, which are anticipated to be around \$40,000.00. The Grant Administrator shall provide the Manager with program status reports at reasonable intervals. The Manager shall provide updates to the Finance Committee or Assembly. The Grant Administrator shall review applications, make eligibility determinations, and request grant disbursement from the City and Borough of Juneau for the eligible recipients.

(c) **Eligible Applicants.**

- (1) **Individual residential units.** This program is only open to individuals and not businesses. Only one grant may be awarded per residential dwelling unit, which must be occupied by the applicant.
- (2) **Property location.** The property benefiting from the grant must be located in the City and Borough of Juneau and rented or owned by the applicant.
- (3) **Income.** The household income must not exceed \$94,240.00.
- (4) **COVID-19 financial hardship.** The applicant must describe how the applicant has been financially harmed by COVID-19.
- (5) **Livability costs.** The applicant must provide sufficient proof of eligible costs (i.e. mortgage or rental information, utility accounts, heating fuel invoices, etc.), so the Grant Administrator can arrange payment to applicant.
- (6) **Additional information.** The Grant Administrator may request additional information from applicants when the application contains insufficient or contradictory information or the Grant Administrator may deem the application incomplete. Proof of income can be evidenced by the most recent tax return or other reasonable and verifiable information. The Grant Administrator shall not keep a copy of the income verification. The Grant Administrator shall notify applicants of incomplete applications. Incomplete applications have five working days to cure to keep the original application filing date; otherwise the application is deemed complete on the date it is cured.

(d) **Grants.**

- (1) **Amount.** The grant amount is determined by anticipated eligible expenses for the period from August 1, 2020, through December 30, 2020. An applicant may apply for rental/mortgage assistance, utility assistance, or both. The maximum grant amount per applicant is as follows
  - i. Utilities: \$500.00
  - ii. Rent or Mortgage \$1500.00.
- (2) **Payment Process.** The Grant Administrator shall send, or instruct the City and Borough of Juneau to send, the grant payments to applicant.

(e) **Exceptions.** The Grant Administrator, after receiving direction from the Manager or designee, has the authority to make reasonable exceptions that match the intent of this grant program.

(f) **Confidentiality.** Except as provided in this resolution, all application material submitted for this grant and all information contained therein shall be kept confidential except for inspection by:

- (1) Employees, auditors, and agents of the City and Borough, including the Grant Administrator, whose job responsibilities are directly related to such applications and information;
- (2) The applicant; and
- (3) Court order.

However, nothing in this resolution shall be construed to provide confidentiality to summary information about program status and effectiveness. Upon balancing the public's right to know and privacy of disadvantaged individuals, this confidentiality provision is intended to provide the same level of confidentiality as provided in A.S. 47.05.020 and 7 AAC 37.030 (prohibition on disclosure of public assistance records).  
~~However, nothing in this resolution shall be construed to provide confidentiality to the name of the applicant and the amount of grant award, if any.~~

- (g) **Priority.** Applications are processed on a first-come, first-served basis. The Grant Administrator will continue to expend funds until funds are fully exhausted or until December 30, 2020, whichever occurs first.

**Section 4. Effective Date.** This resolution shall be effective immediately after its adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Attest:

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Beth A. Weldon, Mayor

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Elizabeth J. McEwen, Municipal Clerk