

Presented by: The Manager
Presented: 12/22/2020
Drafted by: R. Palmer III

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Resolution Serial No. 2932

A Resolution Amending the COVID-19 Housing Assistance Grant Program Criteria.

WHEREAS, Emergency Appropriation Resolution 2912(b)(am) appropriated \$3,000,000 and created the COVID-19 Housing Assistance Grant Program (Program); and

WHEREAS, Resolution 2925 amended the Program by increasing the grant award by \$1,000; and

WHEREAS, since Resolution 2925 was adopted, the COVID-19 Emergency Individual Assistance Program opened and has been in high demand; and

WHEREAS, repealing the grant amount increase in Resolution 2925 would result in a more equitable spread of the limited available financial resources for this Program and the COVID-19 Emergency Individual Assistance Program; and

WHEREAS, the COVID-19 Housing Assistance Grant Program, as amended, is necessary due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19).

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

Section 1. Program Criteria. The COVID-19 Housing Assistance Grant 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 ~~\$3,000.00~~ 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~~ ~~\$2500.00~~.
- (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).

- (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 2. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this ____ day of December, 2020.

Attest:

Beth A. Weldon, Mayor

Elizabeth J. McEwen, Municipal Clerk