

# MONTEREY COUNTY EMERGENCY RENTAL ASSISTANCE

## WORKPLAN – ROUND 1 STATE & FEDERAL FUNDING

### A. PURPOSE

- A.1 The purpose of Monterey County SB91 Emergency Rental Assistance Program (MC ERAP) is to distribute funding to provide rental and utility assistance to low-income eligible households located in Monterey County that are facing housing instability because of loss or reduction in income due to the COVID-19 crisis. The County has partnered with United Way Monterey County (UWMC) to administer the funds on behalf of the County through a network of providers. This Workplan serves as MC ERAP’s program guidelines. UW MCERAP will maintain the workplan based on the most up to date Federal and State guidelines.
- A.2 UWMC will subcontract providers to process applications, collect documentation, and process payment while UWMC is providing technical support, use of software, and training. The list of funded providers is defined as a ‘Participating Agency’ and can be found on the SB 91 ERAP Participating Agencies document (Appendix A). Any potential applicant to the program is defined as ‘Applicant’ and could include landlords and individuals who are applying to benefit from this program.
- A.3 Participating agencies will utilize the Smart Referral Network (SRN) and as of January 17<sup>th</sup>, 2022, will utilize Neighborly Software to enroll applicants into the ERAP Program, process applications, and send payments to the identified recipients. UWMC will provide training on SRN/Neighborly, program requirements, duplicate prevention practices, prioritization of applications policy, and fraud prevention to ensure consistent treatment of applicants and to avoid duplication of applicant information and/or benefits received.

### B. AUTHORITY

- B.1 On December 27, 2020, the Consolidated Appropriations Act (2021) (Pub.L. No. 116-260) was signed into law. Section 501 of Division N of the Act established the federal Emergency Rental Assistance Program (ERAP), and authorized the allocation of funds to states, units of local government, tribal communities, and territories.
- B.2 California Senate Bill No. 91 (January 2021) (SB 91) established the State of California’s program for administering and distributing rental assistance funds. SB 91 added Chapter 17 (commencing with Section 50897) to Part 2 of Division 31 of the Health and Safety Code. Health and Safety Code section 50897.1, subdivision (a)(1) authorizes the California Department of Housing and Community Development (HCD) to administer the funds in accordance with state and federal law.
- B.3 California Assembly Bill No. 832 (June 2021) expanded existing law that established the emergency rental assistance program, using funding made available pursuant to the federal Consolidated Appropriations Act, 2021 (CAA), administered by HCD. AB 832 specifies requirements for Round 1 and Round 2 of Emergency Rental Assistance funding. AB 832 establishes assistance for eligible

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households' unpaid rent arrears incurred on or after April 1, 2020 at 100% of the eligible household's monthly rent. This bill establishes assistance levels for prospective rent payments for eligible households be set at 100% of the eligible household's monthly rent. Landlords and tenants that were paid at an 80% or 25% reimbursement under SB 91 can be reimbursed the remaining balance of either 20% or 75% (effectively "topping off" relative prior limits) to reach AB 832's allowable reimbursement level of 100%.

- B.4 AB 832 (Section 1179.12.) requires each government rental assistance program to develop court coordination measures no later than September 15, 2021. These mechanisms include, but are not limited to, telephone or online access, through which landlords, tenants, and the court may do both of the following:
- a. Verify the status of an application for rental assistance based upon the property address and a unique application number.
  - b. Obtain copies of any determination on an application for rental assistance. A determination shall indicate all the following: the name of the tenant that is the subject of the application, the address of the property that is the subject of the application, and whether the application has been approved or denied. If the application has been approved, then the amount of the payment that has been approved and the period and type of rental debt to which the amount corresponds. If the application has been denied, the reason for the denial, which shall be any of the following: the tenant is ineligible for government rental assistance, the government rental assistance program no longer has sufficient funds to approve the application, or the application remained incomplete 15 days, excluding Saturdays, Sundays, and other judicial holidays, after it was initially submitted because of failure on the part of the tenant to provide required information.
- B.5 The MC ERA Program is funded through a combination of these federal and state funds. UWMC has received \$12,898,602.00 in federal funds and \$15,383,234.00 in state funds for a total allocation of \$28,281,836.00 to administer the ERAP program. More details can be found on MC ERAP Spending Projections Workplan (Appendix B).

### C. DESCRIPTION

- C.1 MC ERAP will assist low-income families adversely impacted or at risk of being homeless due to the COVID-19 crisis. The program utilizes the existing structure and network of UWMC's 2-1-1 service to collaborate with community partners in the disbursement of \$28,531,223 State and Federal funding. All Monterey County residents can call 2-1-1 Monterey County System to inquire about rental assistance and eligibility for the ERAP program. Trained and certified call specialists will quickly assess applicant eligibility for the ERAP Program and if an applicant is eligible, the call specialist will provide an ERAP referral to a participating agency. If the caller does not qualify for ERAP assistance, the call

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specialist will refer the caller to the appropriate local service provider for rent and utility assistance relief.

### D. SCHEDULE

- D.1 The program is scheduled to launch on March 15, 2021 and run until available funds are fully expended, not later than September 30, 2022
- D.2 The program will maintain specific expenditure benchmark dates throughout the course of the program term to meet “best effort” state and required federal spending deadlines. Benchmarks include:
  - a. 65% of State block grant funding be obligated by June 1, 2021
  - b. 100% of State block grant funds is expended by September 30, 2022
  - c. 65% of Federal funds is obligated by September 30, 2021
  - d. 100% of Federal funds is expended by September 30, 2022

### E. PROCESS

- E.1 Applicants can apply through UWMC’s online application on the UWMC website, with an agency directly, or through 211 to speak to a trained Call Specialist. 211 Call Specialists screen applicants who are inquiring about rental assistance to determine eligibility for the ERAP Program. If determined eligible for the ERAP Program, 211 Call Specialists refer the applicant to the appropriate participating agency or jurisdiction through United Way’s Neighborly software. Participating Agency-trained staff receive the referrals through Neighborly and are responsible for accepting new applications and contacting the applicant to obtain required documents and to complete the rental assistance application. Applicants can provide documents when they apply through the online portal or can provide documentation to the Participating Agency via email, in person, fax, or mail demonstrating their eligibility by verifying their identity, residence, landlord-renter relationship, and the amount of rent and/or utilities owed. The eligibility requirement for Covid-19 Financial Distress is attested to by the applicant during the application process and no additional documentation is required.
- E.2 Landlords can apply on behalf of their tenant(s) through an online portal and will be contacted by a specific partner agency that is working only with landlord-initiated applications. Once landlords provide their information, tenants and landlords will be contacted and the same process applies regarding eligibility, required documentation, and prioritization of assistance.
- E.3 Following State guidelines, accepted documentation includes, but is not limited to, a driver’s license, employment identification card, IRS tax forms, such as 1099, 1040/1040A, W-2, recent paycheck stubs, current bank statements, lease agreement, rent due notices, and utility bills. Participating agencies verify documents by checking for accurate and consistent information between landlord and tenant documents and by contacting the County Assessor’s office to confirm residence and landlord ownership. Verified documents are uploaded securely as ‘files’ into Neighborly, where both United Way Monterey County and

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- the Participating Agency are able to view and edit documents and application status.
- E.4 To prevent duplication of an applicant file, each applicant is identified through their legal name, social security number, and date of birth. Duplicate applications can be identified by running a duplicate Social Security Number or Phone Number report through Neighborly. Additionally, new applications with duplicate SSNs are flagged by the software so that reviewers can easily identify duplicates. All Participating Agencies are required to utilize Neighborly software to document applicant payment. Once an applicant has been referred to a Participating Agency, they cannot be paid by another agency, preventing them from receiving assistance twice. UWMC has also created a duplicate prevention policy for the Neighborly software, which are steps that each Participating Agency can take to prevent duplicate referrals.
- E.5 Participating agencies pay landlords and/or utility companies directly by issuing a check for the amount provided by landlord and tenant documents. If the landlord does not cooperate by providing necessary documentation within 21 days or three attempts for outreach, the Participating Agency may pay the tenant directly. Participating agencies are required to make Smart Referrals to other relevant health and human services on behalf of residents, when applicable, using the SRN software. Participating Agencies will report all payments and applicant information via United Way's Neighborly software, which provides reporting that aligns with all requirements associated with Consolidated Appropriations Act, SB91, and in the interpretive guidance and guidelines issued by the U.S. Treasury and the Department, respectively. Participating Agencies must notify both tenant and landlords of benefits received, denials, or ineligibility findings. Reissued checks should be reported to United Way in the same format as normal reporting and new check numbers for reissued checks shall be reported in the same format as original reports. Reasons for new payees should be notified on the payee file.
- E.6 **APPEALS PROCESS:** Tenants that are deemed ineligible for the program or believe they were treated unfairly during the application process can fill out our appeals form on our Monterey County Rent and Utility Assistance website. UWMC will process the form and review the appeal with a panel of UWMC and County of Monterey staff to determine whether the tenant is eligible or ineligible for the program. The appeals process can take 4-6 weeks for review.
- E.7 **COURT COORDINATION PROCESS:** Tenants, landlords, and court representatives can check the status of an application by logging in at [MCrenthelp.com](http://MCrenthelp.com). Applicants are assigned a unique case ID number, to check the application status and to regulate privacy concerns for the applicant. Court representatives can call 2-1-1 and work with a call specialist to access application status for court coordination measures.
- E.8 **HOUSING STABILITY SERVICES:** Under ERA1, Emergency Rental Assistance Funds may be used to provide eligible households with case management and other services related to the Covid-19 pandemic, as defined by the Secretary, intended

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to keep households stably housed. Such services may include, among other things, eviction prevention and eviction diversion programs; mediation between landlords and tenants; housing counseling; fair housing counseling; housing navigators or promotoras that help households access ERA programs or find housing; case management related to housing stability; housing-related services for survivors of domestic abuse or human trafficking; legal services or attorney’s fees related to eviction proceedings and maintaining housing stability; and specialized services for individuals with disabilities or seniors that support their ability to access or maintain housing. Grantees using ERA funds for housing stability services must maintain records regarding such services and the amount of funds provided to them.

- a. MC ERA Program utilizes housing stability services by providing system navigation services through a contract with a local organization, Mujeres de Accion. Mujeres de Accion deploys Community Health Workers into targeted communities to provide community outreach and program information and to assist existing applicants in compiling required documentation, understanding program guidelines, and assisting them through the process. Additionally, systems navigation and outreach/application support are provided through housing stability grants to Communities Organized for Relational Power and Action (COPA) and legal support/training is provided by a housing stabilization grant to the Watsonville Law Center.

**F. PROGRAM ELIGIBILITY**

F.1 An Applicant must reside within the boundaries of the County of Monterey (those residing in cities and jurisdictions with rental assistance programs will be assessed for local program eligibility first).

F.2 **INCOME ELIGIBILITY:** Applicants must meet one or both of the following income eligibility criteria to be eligible for ERAP funding. Program priority is given to households with income at or below 50% AMI, those facing eviction, who owe arrears, or are facing housing instability.

- a. Households with incomes at or Below 80% Monterey County Area Median Income (AMI).
- b. Household with incomes at or below 50% Monterey County Area Median Income (AMI), or households that have one or more individuals that have been unemployed for the 90-day period preceding the date of application.

<b>2021 Maximum Income Limits (80% of Area Median Income)</b>						
Program eligibility based on most up to date AMI calculation updated annually						
<b>Household</b>	<b>1 Person</b>	<b>2 People</b>	<b>3 People</b>	<b>4 People</b>	<b>5 People</b>	<b>6 People</b>
80% AMI	\$56,950	\$65,100	\$73,250	\$81,350	\$87,900	\$94,400

F.3 **INCOME DOCUMENTATION:** Applicants can use the following options for income documentation

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- a. Current household tax returns (If a household is not required to complete a tax return, then a Form W-2, a Form 1099-MISC, or other tax statements for the Eligible Household, members may be substituted), or
- b. Pay stubs for all employed members of an Eligible Household (one month), or
- c. Unemployment statements or benefits letters, or
- d. Social Security and Social Security Disability Insurance statements or benefits letters, or
- e. Documentation of current participation in any one of the below:
  - i. Medicaid, known as Medi-Cal in California
  - ii. Women, Infants, and Children (WIC) benefits
  - iii. Free and Reduced Lunch participation
  - iv. Supplemental Nutrition Assistance Program (SNAP), known as CalFresh in California
  - v. Food Distribution Program on Indian Reservations (FDPIR)
  - vi. Temporary Assistance for Needy Families (TANF), known as CalWORKs in California
  - vii. School Nutrition Programs (SNP), such as the Free and Reduced Lunch program for California families
  - viii. Subsidized housing (not including housing choice, project based, or Section 8 vouchers) that required income documentation as a condition of residency
  - ix. Any household income-based state or federally funded assistance program for low-income persons or households
  - x. Any locally operated assistance program for low-income persons or households that requires household income verification and uses federal income limits
- f. For households that confirm that they have no source of income, and that cannot provide documentation to verify income or income eligibility, may complete a written attestation of no income, which must include an unsworn declaration under penalty to perjury.
- g. When calculating income based upon a month of paystubs, the Participating Agency should make the assumption that the client will continue to be employed at the same rate through the end of the calendar year and calculate accordingly.

F.4 **LOSS OF INCOME:** Households where one or more household members is currently unemployed, and that member has been unemployed for 90 days or more, are also eligible for assistance. Examples of unemployment documentation:

- a. Letters of termination
- b. Last-received pay stub with employer's information
- c. Evidence of application for unemployment benefits
- d. Evidence of expired unemployment benefits, including unemployment benefits provided through the CARES Act

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- e. For self-employed persons, tax records, statements, or other documentation of loss of employment
  - f. Applicants who cannot provide documentation of unemployment should instead consider applying under the income eligibility criteria.
- F.5 **COLLABORATION WITH LANDLORD:** Assistance should be paid directly to landlord, formal lease not required, however landlord must provide ID and tax info). Landlord must provide the following documentation:
- a. W9-Property tax statement
  - b. Proof of ownership of property. Could be one of the following:
    - i. Property deed(s)
    - ii. Mortgage note(s)
    - iii. Copy of property insurance statements
  - c. Lease or rental agreement reflecting renter's name, residence, address, monthly rent due, contact information for payment

### G. PARTICIPATING AGENCY REQUIREMENTS

- G.1 No additional requirements beyond State and Federal requirements may be instituted by any Participating Agency.
- G.2 Participating Agencies must comply with UWMC's nondiscrimination policy and expectations as designed in section 10.2 of the Community Impact Grant Agreement (Appendix C).
- G.3 Participating Agencies must adhere to the program's payment procedures and documentation standards as outlined in Section 2. Use of Grant Funds, Section 4. Eligibility Requirements for Grant Funds Distribution, and Section 5. Participant Documentation/Grantee Required Activities of the Community Impact Grant Agreement (Appendix C).
- G.4 Participating Agencies must adhere to the United Way Monterey County SB91 ERAP Fraud Prevention and Recapture Policy (Appendix C) and utilize UWMC's Smart Referral software to track all payment and applications. The software creates a unique identifying number for each applicant in the system to prevent duplication of benefits and track payments issued to each applicant.
- G.5 Policies and procedures to recapture illegitimate payments is addressed within the United Way Monterey County SB91 ERAP Fraud Prevention and Recapture Policy (Appendix C).
- G.6 UWMC will run weekly reports and analyze data to identify red flags and work with grantees to ensure no duplication of service occurs.

### H. PROGRAM LIMITS:

- H.1 Rent plus utility assistance may not exceed 15 months of assistance per tenant household.
- H.2 Rent and utility arrears must be paid before future payments.
- H.3 Per tenant household, up to fifteen months rent and/or utility arrears can be paid.
- H.4 Rent and utility bills are paid at 100%.

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### I. PRIORITY OF FUNDING:

- I.1 Applicants at immediate risk of homelessness or have rental arrears. Tenants below 50% AMI will be prioritized based on weighted application feature in Neighborly software that allows the Participating Agency to sort their applicants by income level. Rental Arrears will be paid before future rent.
- I.2 State and Federal Funds will only be utilized for eligible activities as outlined in SB91 and Consolidated Appropriations Act, 2021. Eligible Activities include rental arrears; prospective rent payments; utilities, including arrears and prospective payments for utilities; and other expenses as defined by the Consolidated Appropriations Act including items related to housing and incurred due directly or indirectly due to COVID-19. Such expenses include relocation expenses, which may include rental security deposits, and rental fees, which may include application or screening fees, if a household has been temporarily or permanently displaced due to the COVID-19 outbreak; reasonable accrued late fees (if not included in rental or utility arrears and if incurred due to COVID-19); and Internet service provided to the rental unit.
- I.3 Minimum 91.5% of State program funds and 90% of Federal program funds shall be used for direct relief payments of rent and utility assistance to landlords, utility providers, and/or qualifying applicants.
- I.4 No more than 10% of the program's Direct Assistance funds shall be used for housing stabilization services.
- I.5 United Way Monterey County (UWMC) allocates a total 8.45% of the State Block Grant and 9.95% of the Federal Block Grant for UWMC and subcontractor program administration. The County Department of Social Services utilizes .05% of State and Federal grants for program administration.
- I.6 Utility providers that apply for assistance must commit to providing information to all utility client households regarding low-income assistance or discount rate programs.



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## WORKPLAN CHECKLIST – ROUND 1 STATE & FEDERAL FUNDING

The workplan serves as the program guidelines. The following summarizes program information and where it can be found in the workplan.

- **The program's rollout schedule, which should include critical programmatic dates.**
  - ✓ Page 3, Section D
- **The program's fund deployment schedule.**
  - ✓ n/a program fully deployed and obligated
- **A list of the community partners the program utilizes and when, and a brief statement of how partners are being deployed.**
  - ✓ Page 26, Appendix: Participating Agencies
- **Information regarding how the program meets the requirements outlined in the Consolidated Appropriations Act, SB 91, and the interpretive guidance and guidelines issued by the U.S. Treasury and HCD. This includes:**
  - *The page number(s) in the program's guidelines that confirm the jurisdiction is complying with the eligibility criteria and priorities identified in SB 91 and the pages of the program's guidelines that explain the jurisdictions additional prioritization, if applicable.*
    - ✓ Pages 5-6, Section F
  - *The page number(s) in the program's guidelines that confirm that the jurisdiction is prioritizing rental arrears first.*
    - ✓ Page 8, Section I.1
  - *The page number(s) in the program's guidelines that confirm that the program conforms to the compensation standards for both rental arrears and prospective payments established in SB 91.*
    - ✓ Page 8, section H
  - *The page number(s) in the program's guidelines that confirm that the program does not add requirements that deter or prevent access.*
    - ✓ Page 7, Section G.1
  - *The page number(s) in the program's guidelines that confirm that the program is utilizing State block grant funds only for eligible activities as outlined in SB 91 and the Consolidated Appropriations Act, 2021.*
    - ✓ Page 8 Section I.2

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- *The page number(s) in the program's guidelines that confirm that the program utilizes no more than 10 percent of the rental assistance funds in the program administrative set-aside to provide housing stabilization services.*
  - ✓ Page 8, Section I.4
- *The page number(s) in the program's guidelines that confirm that the program utilizes no more than 8.5 percent of the block grant award for administrative costs.*
  - ✓ Page 8, Section I.5
- *The page number(s) in the program's guidelines that confirm that the program provides notification to eligible households, eligible landlords, and utility providers in accordance with the Consolidated Appropriations Act, SB91, and HCD guidelines.*
  - ✓ Page 4, section E.5
- *The page number(s) in the program's guidelines that confirm that the program requires utility providers participating in the program to provide information to households regarding low-income assistance.*
  - ✓ Page 8, Section I.6
- *The page number(s) in the program's guidelines that confirm that the program complies with the reporting requirements set forth in the Act, in SB91, and in the interpretive guidance and guidelines issued by the U.S. Treasury and the Department, respectively.*
  - ✓ Page 4, section E.5
- *The page number(s) in the program's guidelines that demonstrate the key documents the program is requiring applicants to produce to provide, including Income documentation requirements and standards, occupancy documentation requirements and standards, and requirements and standards for documentation of rental arrears.*
  - ✓ Page 6-7, Sections F.3-5
- *The page number(s) in the program's guidelines that demonstrate the program's non-discrimination policies and procedures.*
  - ✓ Page 7, Section G.2
- *The page number(s) in the program's guidelines that demonstrate the program's duplication of benefits tracking and reporting plan.*
  - ✓ Page 31, Appendix F: UWMC SB91 ERAP Fraud Prevention and Recapture Policy

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- *The page number(s) in the program's guidelines that demonstrate the program's payment procedures and documentation standards.*
  - ✓ Pages, Appendix C: Community Impact Grant Agreement
- *The page number(s) in the program's guidelines that demonstrate the program's fraud prevention and misinformation policies and procedures.*
  - ✓ Page 31, Appendix F: UWMC SB91 ERAP Fraud Prevention and Recapture Policy
- *The page number(s) in the program's guidelines that demonstrate the program's policies and procedures for the recapture of illegitimate payments.*
  - ✓ Page 31, Appendix F: UWMC SB91 ERAP Fraud Prevention and Recapture Policy
- **HCD Programmatic staff approved the workplan before developing and executing the standard agreement process with Monterey County. For more information on conforming programs, please visit <https://www.hcd.ca.gov/grants-funding/active-funding/erap/docs/state-rental-assistance-program-general-info-and-guidance-to-web.pdf>**

# MONTEREY COUNTY EMERGENCY RENTAL ASSISTANCE

## WORKPLAN – ROUND 2 STATE & FEDERAL FUNDING

### A. PURPOSE

- A.1 The purpose of Monterey County Emergency Rental Assistance Program (MC ERAP) is to distribute funding to provide rental and utility assistance to low-income eligible households located in Monterey County that are facing housing instability because of loss or reduction in income, directly or indirectly, during or due to the COVID-19 crisis. The County has partnered with United Way Monterey County (UWMC) to administer the funds on behalf of the County through a network of providers. This Workplan serves as MC ERAP's program guidelines. UW MCERAP will maintain the workplan based on the most up to date Federal and State guidelines.
- A.2 UWMC subcontracts providers to process applications, collect documentation, and process payment while UWMC is providing technical support, use of software, and training. The list of funded providers is defined as a 'Participating Agency' and can be found on the ERAP Participating Agencies document (Appendix A). Any potential applicant to the program is defined as 'Applicant' and could include landlords and individuals who are applying to benefit from this program. Participating agencies will utilize the Smart Referral Network (SRN) and as of January 17<sup>th</sup>, 2022, will utilize Neighborly Software to enroll applicants into the ERAP Program, process applications, and send payments to the identified recipients. UWMC will provide training on SRN/Neighborly, program requirements, duplicate prevention practices, prioritization of applications policy, and fraud prevention to ensure consistent treatment of applicants and to avoid duplication of applicant information and/or benefits received.

### B. AUTHORITY

- B.1 The American Rescue Plan Act (March 2021) appropriate a second round of funding for the Emergency Rental Assistance Program resulting in an additional \$22,317,870 for the Monterey County Emergency Rental Assistance Program.
- B.2 **Round 1:** On December 27, 2020, the Consolidated Appropriations Act, 2021 (Pub.L. No. 116-260) (the Act) was signed into law. Section 501 of Division N of the Act established the federal Emergency Rental Assistance Program (ERAP), and authorized the allocation of funds to states, units of local government, tribal communities, and territories.
- a. California Senate Bill No. 91 (2021-2022 Reg. Sess) (SB 91) established the State of California's program for administering and distributing rental assistance funds. SB 91 added Chapter 17 (commencing with Section 50897) to Part 2 of Division 31 of the Health and Safety Code. Health and Safety Code section 50897.1, subdivision (a)(1) authorizes the California Department of Housing and Community Development (Department) to administer the funds in accordance with state and federal law.
  - b. California Assembly Bill No. 832 9) extended existing law that established the emergency rental assistance program, using funding made available

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pursuant to the federal Consolidated Appropriations Act, 2021 (Appropriations Act), administered by HCD. AB 832 specifies requirements for Round 1 and Round 2 funds, as defined. AB 832 sets the compensation for an eligible household's unpaid rental debt accumulated on or after April 1, 2020 at 100%. This bill requires funds be used to provide assistance for prospective rent payments for an eligible household to be set at 100% of the eligible household's monthly rent. Landlords and tenants that were paid at an 80% or 25% reimbursement will need to be reimbursed the remaining balance of 20% or 75% ("topped off") for complete reimbursement of 100%.

- c. AB 832 (Section 1179.12.) requires each government rental assistance program to develop court coordination measures no later than September 15, 2021. These mechanisms include, but are not limited to, telephone or online access, through which landlords, tenants, and the court may do both of the following:
  - i. Verify the status of an application for rental assistance based upon the property address and a unique application number.
  - ii. Obtain copies of any determination on an application for rental assistance. A determination shall indicate all of the following: the name of the tenant that is the subject of the application, the address of the property that is the subject of the application, and whether the application has been approved or denied. If the application has been approved, then the amount of the payment that has been approved and the period and type of rental debt to which the amount corresponds. If the application has been denied, the reason for the denial, which shall be any of the following: the tenant is ineligible for government rental assistance, the government rental assistance program no longer has sufficient funds to approve the application, or the application remained incomplete 15 days, excluding Saturdays, Sundays, and other judicial holidays, after it was initially submitted because of failure on the part of the tenant to provide required information.

**B.3 Round 2:** On March 11, 2021, the American Rescue Plan Act of 2021 (Section 3201 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2) was enacted to provide funds directly to states, U.S. territories, local governments, and (in the case of ERA1) Indian tribes. Grantees use the funds to provide assistance to eligible households through existing or newly created rental assistance programs. The MC ERA2Program is funded through a combination of these federal and state funds. UWMC has received \$10,196,112.00 in federal funds and \$12,088,005.00 in state funds for a total allocation of \$22,284,117 to administer the ERAP program. More details can be found on MC ERAP Spending Projections Workplan (ATTACHMENT).

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### C. DESCRIPTION

C.1 MC ERA2 will assist low-income households that have qualified for unemployment benefits or experienced a reduction in household income, incurred significant costs, or experienced other financial hardship during or due, directly, or indirectly, to the coronavirus pandemic. The program utilizes the existing structure and network of UWMC's 2-1-1 service to collaborate with community partners in the disbursement of \$22,284,117 of State and Federal funding. All Monterey County residents can call 2-1-1 Monterey County System to inquire about rental assistance and eligibility for the ERAP program. Trained and certified call specialists will quickly assess applicant eligibility for the ERAP Program and if an applicant is eligible, the call specialist will provide an ERAP referral to a participating agency. If the caller does not qualify for ERAP assistance, the call specialist will refer the caller to the appropriate local service provider for rent and utility assistance relief.

### D. SCHEDULE

- D.1 The program launched on October 15, 2021 and run until available funds are fully expended, not later than September 30, 2025.
- D.2 The program will maintain specific expenditure benchmark dates throughout the course of the program term to meet required state and federal spending deadlines. Benchmarks include:
- a. 75% obligation of first tranche ERA 2 state block grant by October 31, 2021
  - b. 50% obligation of total ERA 2 state block grant awarded by January 31, 2022
  - c. 50% obligation of total ERA 2 federal allocation of funds no later than March 31, 2022.
- D.3 **REALLOCATION OF FUNDS:** Recipient understands and agrees that any funds allocated by Treasury to Recipient that are not disbursed to Recipient in accordance with Section 3201(c)(2) as a subsequent payment will be reallocated by Treasury to other eligible recipients under Section 3201(e). Such reallocation of funds shall be made in the manner and by the date, which shall be no sooner than March 31, 2022, as may be set by Treasury. Recipient agrees to obligate at least fifty (50) percent of the total amount of funds allocated by Treasury to Recipient under Section 3201 to be eligible to receive reallocated funds under Section 3201(e).

### E. PROCESS

E.1 Applicants can apply through UWMC's online application on the UWMC website, with an agency directly, or through 211 to speak to a trained Call Specialist. 211 Call Specialists screen applicants who are inquiring about rental assistance to determine eligibility for the ERAP Program. If determined eligible for the ERAP Program, 211 Call Specialists refer the applicant to the appropriate participating agency or jurisdiction through United Way's Neighborly software. Participating Agency-trained staff receive the referrals through Neighborly and are

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responsible for accepting new applications and contacting the applicant to obtain required documents and to complete the rental assistance application. Applicants can provide documents when they apply through the online portal, or can provide documentation to the Participating Agency via email, in person, fax, or mail demonstrating their eligibility by verifying their identity, residence, landlord-renter relationship, and the amount of rent and/or utilities owed. The eligibility requirement for Covid-19 Financial Distress is attested to by the applicant during the application process and no additional documentation is required.

- E.2 Landlords can apply on behalf of their tenant(s) through an online portal and will be contacted by a specific partner agency that is working only with landlord-initiated applications. Once landlords provide their information, tenants and landlords will be contacted and the same process applies regarding eligibility, required documentation, and prioritization of assistance.
- E.3 Following State guidelines, accepted documentation includes, but is not limited to, a driver's license, employment identification card, IRS tax forms, such as 1099, 1040/1040A, W-2, recent paycheck stubs, current bank statements, lease agreement, rent due notices, and utility bills. Participating agencies verify documents by checking for accurate and consistent information between landlord and tenant documents and by contacting the County Assessor's office to confirm residence and landlord ownership. Verified documents are uploaded securely as 'files' into Neighborly, where both United Way Monterey County and the Participating Agency are able to view and edit documents and application status.
- E.4 To prevent duplication of an applicant file, each applicant is identified through their legal name, social security number, and date of birth. Duplicate applications can be identified by running a duplicate Social Security Number or Phone Number report through Neighborly. Additionally, new applications with duplicate SSNs are flagged by the software so that reviewers can easily identify duplicates. All Participating Agencies are required to utilize Neighborly software to document applicant payment. Once an applicant has been referred to a Participating Agency, they cannot be paid by another agency, preventing them from receiving assistance twice. UWMC has also created a duplicate prevention policy for the Neighborly software, which are steps that each Participating Agency can take to prevent duplicate referrals.
- E.5 Participating agencies pay landlords and/or utility companies directly by issuing a check for the amount provided by landlord and tenant documents. If the landlord does not cooperate by providing necessary documentation within 21 days or three attempts for outreach, the Participating Agency may pay the tenant directly. Participating agencies are required to make Smart Referrals to other relevant health and human services on behalf of residents, when applicable, using the SRN software. Participating Agencies will report all payments and applicant information via United Way's Neighborly software, which provides reporting that aligns with all requirements associated with

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Consolidated Appropriations Act, SB91, and in the interpretive guidance and guidelines issued by the U.S. Treasury and the Department, respectively. Participating Agencies must notify both tenant and landlords of benefits received, denials, or ineligibility findings.

- E.6 **APPEALS PROCESS:** Tenants that are deemed ineligible for the program or believe they were treated unfairly during the application process can fill out our appeals form on our Monterey County Rent and Utility Assistance website. UWMC will process the form and review the appeal with a panel of UWMC and County of Monterey Staff to determine whether the tenant is eligible or ineligible for the program. The appeals process can take 1-2 weeks for review.
- E.7 **COURT COORDINATION PROCESS:** Tenants, landlords, and court representatives can check the status of an application by logging in at [MCrenthelp.com](http://MCrenthelp.com). Applicants are assigned a unique case ID number, to check the application status and to regulate privacy concerns for the applicant. Court representatives can call 2-1-1 and work with a call specialist to access application status for court coordination measures.
- E.8 **HOUSING STABILITY SERVICES:** Under ERA2, Emergency Rental Assistance Funds may be used to provide eligible households with case management and other services intended to keep households stably housed. Such services do not have to be related to the Covid-19 pandemic and may include, among other things, eviction prevention and eviction diversion programs; mediation between landlords and tenants; housing counseling; fair housing counseling; housing navigators or promotoras that help households access ERA programs or find housing; case management related to housing stability; housing-related services for survivors of domestic abuse or human trafficking; legal services or attorney's fees related to eviction proceedings and maintaining housing stability; and specialized services for individuals with disabilities or seniors that support their ability to access or maintain housing. Grantees using ERA funds for housing stability services must maintain records regarding such services and the amount of funds provided to them.
- a. MC ERA Program utilizes housing stability services by providing system navigation services through a contract with a local organization, Mujeres de Accion. Mujeres de Accion deploys Community Health Workers into targeted communities to provide community outreach and program information and to assist existing as well as current applicants in compiling required documentation, understanding program guidelines, and assisting them through the process. Additionally, systems navigation and outreach/application support are provided through housing stability grants to Communities Organized for Relational Power and Action (COPA) and legal support/training is provided by a housing stabilization grant to the Watsonville Law Center.



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### F. PROGRAM ELIGIBILITY

- F.1 An Applicant must reside within the boundaries of the County of Monterey (those residing in cities and jurisdictions with rental assistance programs will be assessed for local program eligibility first).
- F.2 Applicants must meet at least one of the two criteria below to be eligible for ERAP funding.
- F.3 **INCOME ELIGIBILITY:** Applicants must meet one or both of the following income eligibility criteria to be eligible for ERAP funding. Program priority is given to households with income at or below 50% AMI, those facing eviction, who owe arrears, or are facing housing instability.
  - a. Households with incomes at or Below 80% Monterey County Area Median Income (AMI).
  - b. Household with incomes at or below 50% Monterey County Area Median Income (AMI), or households that have one or more individuals that have been unemployed for the 90-day period preceding the date of application.

<b>2021 Maximum Income Limits (80% of Area Median Income)</b>						
Program eligibility based on most up to date AMI calculation updated annually						
<b>Household</b>	<b>1 Person</b>	<b>2 People</b>	<b>3 People</b>	<b>4 People</b>	<b>5 People</b>	<b>6 People</b>
80% AMI	\$56,950	\$65,100	\$73,250	\$81,350	\$87,900	\$94,400
50% AMI	\$35,600	\$40,700	\$45,800	\$50,850	\$54,950	\$59,000

- F.4 **INCOME DOCUMENTATION:** Applicants can use the following options for income documentation.
  - a. Current household tax returns (If a household is not required to complete a tax return, then a Form W-2, a Form 1099-MISC, or other tax statements for the Eligible Household, members may be substituted), or
  - b. Pay stubs for all employed members of an Eligible Household (one month), or
  - c. Unemployment statements or benefits letters, or
  - d. Social Security and Social Security Disability Insurance statements or benefits letters, or
  - e. Documentation of current participation in any one of the below:
    - i. Medicaid, known as Medi-Cal in California
    - ii. Women, Infants, and Children (WIC) benefits
    - iii. Free and Reduced Lunch participation
    - iv. Supplemental Nutrition Assistance Program (SNAP), known as CalFresh in California
    - v. Food Distribution Program on Indian Reservations (FDPIR)
    - vi. Temporary Assistance for Needy Families (TANF), known as CalWORKs in California
    - vii. School Nutrition Programs (SNP), such as the Free and Reduced Lunch program for California families

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- viii. Subsidized housing (not including housing choice, project based, or Section 8 vouchers) that required income documentation as a condition of residency
  - ix. Any household income-based state or federally funded assistance program for low-income persons or households
  - x. Any locally operated assistance program for low-income persons or households that requires household income verification and uses federal income limits
  - f. For households that confirm that they have no source of income, and that cannot provide documentation to verify income or income eligibility, may complete a written attestation of no income, which must include an unsworn declaration under penalty to perjury.
  - g. When calculating income based upon a month of paystubs, the Participating Agency should make the assumption that the client will continue to be employed at the same rate through the end of the calendar year and calculate accordingly.
- F.5 **SELF-ATTESTATION:** A grantee may rely on a written attestation without further documentation of household income from the applicant under three approaches:
- a. *Self-attestation Alone* – In order to provide assistance rapidly, during the public health emergency related to COVID-19 the grantee may rely on a self-attestation of household income without further verification if the applicant confirms in their application or other document that they are unable to provide documentation of their income. If a written attestation without further verification is relied on to document most the applicant’s income, the grantee must reassess the household’s income every three months, by obtaining appropriate documentation or a new self-attestation. Income attestations should specify the monthly or annual income claimed by the household to ensure that the household meets the applicable ERA requirements and to enable appropriate reporting. Under this approach, grantees are encouraged to incorporate self-attestation to demonstrate income eligibility into their application form.
    - i. Similarly, grantees may rely on self-attestations to demonstrate applicants’ financial hardship and risk of homelessness or housing instability.
  - b. *Categorical Eligibility* – If an applicant’s household income has been verified to be at or below 80 percent of the area median income (for ERA1) or if an applicant’s household has been verified as a low-income family as defined in section 3(b) of the United States Housing Act of 1937 (42 U.S.C. 1437a(b)) (for ERA2) in connection with another local, state, or federal government assistance program, grantees are permitted to rely on a determination letter from the government agency that verified the applicant’s household income or status as a low-income family, provided

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that the determination for such program was made on or after January 1, 2020.

- c. *Fact-specific proxy* – A grantee may rely on a written attestation from the applicant as to household income if the grantee also uses any reasonable fact-specific proxy for household income, such as reliance on data regarding average incomes in the household’s geographic area.
  - i. Grantees also have discretion to provide waivers or exceptions to this documentation requirement to accommodate disabilities, extenuating circumstances related to the pandemic, or a lack of technological access. In these cases, the grantee is still responsible for making the required determination regarding the applicant’s household income and documenting that determination. Treasury encourages grantees to partner with state unemployment departments or entities that administer federal benefits with income requirements to assist with the verification process, consistent with applicable law. Loss of Income Criteria One or more individuals within the household has qualified for unemployment benefits or experienced a reduction in household income, incurred significant costs, or experienced other financial hardship during or due, directly or indirectly, to the coronavirus pandemic. One or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability.

### F.6 **LOSS OF INCOME/UNEMPLOYMENT DOCUMENTATION**

- a. Letters of termination
- b. Last-received pay stub with employer’s information
- c. Evidence of application for unemployment benefits
- d. Evidence of expired unemployment benefits, including unemployment benefits provided through the CARES Act
- e. For self-employed persons, tax records, statements, or other documentation of loss of employment
- f. Applicants who cannot provide documentation of unemployment should instead consider applying under the income eligibility criteria.

### F.7 **COLLABORATION WITH LANDLORD:** Assistance should be paid directly to landlord, formal lease not required, however landlord must provide ID and tax info). Landlord must provide the following documentation:

- a. W9-Property tax statement
- b. Proof of ownership of property. Could be one of the following:
  - i. Property deed(s)
  - ii. Mortgage note(s)
  - iii. Copy of property insurance statements
- c. Lease or rental agreement reflecting renter’s name, residence, address, monthly rent due, contact information for payment

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### **G. PARTICIPATING AGENCY REQUIREMENTS:**

- G.1 Participating agencies may not institute additional requirements beyond State and Federal requirements.
- a. Participating Agencies must comply with UWMC's nondiscrimination policy and expectations as designed in section 10.2 of the Community Impact Grant Agreement (Appendix C).
  - b. Participating Agencies must adhere to the program's payment procedures and documentation standards as outlined in Section 2. Use of Grant Funds, Section 4. Eligibility Requirements for Grant Funds Distribution, and Section 5. Participant Documentation/Grantee Required Activities of the Community Impact Grant Agreement (Appendix C).
  - c. Participating Agencies must adhere to the United Way Monterey County SB91 ERAP Fraud Prevention and Recapture Policy (Appendix C) and utilize UWMC's Smart Referral software to track all payment and applications. The software creates a unique identifying number for each applicant in the system to prevent duplication of benefits and track payments issued to each applicant.
  - d. Policies and procedures to recapture illegitimate payments is addressed within the United Way.
  - e. Monterey County SB91 ERAP Fraud Prevention and Recapture Policy (Appendix C).
  - f. UWMC will run weekly reports and analyze data to identify red flags and work with grantees to ensure no duplication of service occurs.

### **H. PROGRAM LIMITS:**

- H.1 The aggregate amount of financial assistance an eligible household may receive under ERA2, when combined with financial assistance under ERA1, must not exceed 18 months. Arrears must be paid before future payments. All rent and utility bills are paid at 100%.

### **I. PRIORITY OF FUNDING:**

- I.1 Applicants at immediate risk of homelessness or have rental arrears. Tenants below 50% AMI will be prioritized based on weighted application feature in Neighborly software that allows the Participating Agency to sort their applicants by income level. Rental Arrears will be paid before future rent.
- I.2 State and Federal Funds will only be utilized for eligible activities as outlined in The American Rescue Plan Act of 2021. Eligible Activities include rental arrears; prospective rent payments; utilities, including arrears and prospective payments for utilities; and other expenses as defined by the Rescue Plan Act including items related to housing and whether a household experienced a reduction in household income, incurred significant costs, or experienced other financial hardship during or due, directly, or indirectly, to the coronavirus pandemic. Such expenses include relocation expenses, which may include rental security deposits, and rental fees, which may include application or screening fees, if a

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household has been temporarily or permanently displaced; reasonable accrued late fees (if not included in rental or utility arrears); and Internet service provided to the rental unit.

- I.3 Minimum 91.5% of State program funds and 90% of Federal program funds shall be used for direct relief payments of rent and utility assistance to landlords, utility providers, and/or qualifying applicants.
- I.4 No more than 10% of the program's Direct Assistance funds shall be used for housing stabilization services.
- I.5 Not more than 15% of the amount paid to the grantee may be used for administrative costs attributable to providing financial assistance, housing stability services, and other affordable rental housing and eviction prevention activities combined. United Way Monterey County shall utilize no more than a total of 13.35% of the State Block Grant Award for administrative costs related to the program. UWMC shall utilize no more than 14.85% of the federal block grant award for administrative costs. Monterey County Department of Social Services allocates .15% of round 2 of the State and Federal award for program administration.
- I.6 Utility providers that apply for assistance shall provide information to all households regarding the availability low-income assistance or discount rate programs.

# MONTEREY COUNTY EMERGENCY RENTAL ASSISTANCE

## WORKPLAN CHECKLIST – ROUND 2 STATE & FEDERAL FUNDING

The workplan serves as the program guidelines. The following summarizes program information and where it can be found in the workplan.

- **The program's rollout schedule, which should include critical programmatic dates.**
  - ✓ Page 15, Section D.1
- **The program's fund deployment schedule.**
  - ✓ Appendix D: Spending schedule
- **A list of the community partners the program utilizes and when, and a brief statement of how partners are being deployed.**
  - ✓ Appendix B, page 1
- **Information regarding how the program meets the requirements outlined in the Consolidated Appropriations Act, SB 91, and the interpretive guidance and guidelines issued by the U.S. Treasury and HCD. This includes:**
  - *The page number(s) in the program's guidelines that confirm the jurisdiction is complying with the eligibility criteria and priorities identified in SB 91 and the pages of the program's guidelines that explain the jurisdictions additional prioritization, if applicable.*
    - ✓ Pages 19-20, Section E
  - *The page number(s) in the program's guidelines that confirm that the jurisdiction is prioritizing rental arrears first.*
    - ✓ Page 23, Section I.1
  - *The page number(s) in the program's guidelines that confirm that the program conforms to the compensation standards for both rental arrears and prospective payments established in SB 91.*
    - ✓ Page 23, Section H
  - *The page number(s) in the program's guidelines that confirm that the program does not add requirements that deter or prevent access.*
    - ✓ Page 22, Section G.1
  - *The page number(s) in the program's guidelines that confirm that the program is utilizing State block grant funds only for eligible activities as outlined in SB 91 and the Consolidated Appropriations Act, 2021.*
    - ✓ Page 23, section I.2

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- *The page number(s) in the program's guidelines that confirm that the program utilizes no more than 10 percent of the rental assistance funds in the program administrative set-aside to provide housing stabilization services.*
  - ✓ Page 23, Section I.4
- *The page number(s) in the program's guidelines that confirm that the program utilizes no more than 13.5 percent of the block grant award for administrative costs.*
  - ✓ Page 23 Section I.5
- *The page number(s) in the program's guidelines that confirm that the program requires utility providers participating in the program to provide information to households regarding low-income assistance.*
  - ✓ Page 24, Section I.6
- *The page number(s) in the program's guidelines that confirm that the program complies with the reporting requirements set forth in the Act, in SB91, and in the interpretive guidance and guidelines issued by the U.S. Treasury and the Department, respectively.*
  - ✓ Page 17, Section E.5
- *The page number(s) in the program's guidelines that demonstrate the key documents the program is requiring applicants to produce to provide, including Income documentation requirements and standards, occupancy documentation requirements and standards, and requirements and standards for documentation of rental arrears.*
  - ✓ Page 21-22, Section F
- *The page number(s) in the program's guidelines that demonstrate the program's non-discrimination policies and procedures.*
  - ✓ Page 34-35 Appendix C: Community Impact Grant Agreement Section 10.2
- *The page number(s) in the program's guidelines that demonstrate the program's duplication of benefits tracking and reporting plan.*
  - ✓ Page 65, Appendix F: UWMC Fraud Prevention and Recapture Policy
- *The page number(s) in the program's guidelines that demonstrate the program's payment procedures and documentation standards.*
  - ✓ Pages 35-36, Appendix C: Community Impact Grant Agreement
- *The page number(s) in the program's guidelines that demonstrate the program's fraud prevention and misinformation policies and procedures.*
  - ✓ Page 65, Appendix F: UWMC Fraud Prevention and Recapture Policy

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- *The page number(s) in the program's guidelines that demonstrate the program's policies and procedures for the recapture of illegitimate payments.*
  - ✓ Page 65, Appendix F: UWMC Fraud Prevention and Recapture Policy
- **HCD Programmatic staff approved the workplan before developing and executing the standard agreement process with Monterey County. For more information on conforming programs, please visit <https://www.hcd.ca.gov/grants-funding/active-funding/erap/docs/state-rental-assistance-program-general-info-and-guidance-to-web.pdf>**



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**Appendix A: Round 1 Participating Agencies**

**City of Gonzales**

**Central Coast Energy Services**

**Goodwill Central Coast**

**City of King**

**Monterey Peninsula College**

**Hartnell College**

**City of Salinas**

**City of Soledad**

**City of Greenfield**

**City of Seaside**

**Salvation Army**

**City of Monterey**

**North Monterey County Recreation & Park District**

**United Way Monterey County**

**Housing Resource Center**

**Collaborative Partners**

**Mujeres en Accion**

**Communities Organized for Relational Power and Action (COPA)**

**Watsonville Law Center**

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Monterey County**



**Appendix B: Round 2 Participating Agencies**

**Central Coast Energy Services**

**Goodwill Central Coast**

**City of King**

**Hartnell College**

**City of Salinas**

**City of Soledad**

**City of Greenfield**

**City of Seaside**

**United Way Monterey County**

**Housing Resource Center**

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### Appendix C. Round 1 Funding Breakdown and Timelines

Round 1 Allocation Summary						
	ERA1		SRA1		Total	
Allocation	\$ 12,905,387.40	100.00%	\$ 15,625,836.30	100.000%	<b>\$28,531,223.70</b>	100.000%
DFA	\$ 11,614,848.66	90.00%	\$ 14,063,252.67	90.000%	\$ 25,678,101.33	90.000%
Admin	\$ 1,290,538.40	10.00%	\$ 1,562,583.66	10.000%	\$ 2,853,122.06	10.000%
DSS Admin	\$ 6,785.40	0.05%	\$ 8,215.12	0.053%	\$ 15,000.52	0.053%
UWMC Admin	\$ 1,283,753.00	9.95%	\$ 1,319,981.00	8.447%	\$ 2,603,734.00	9.126%
State Admin	\$ -	0.00%	\$ 234,387.54	1.500%	\$ 234,387.54	0.822%
<b>Total</b>	\$ 12,905,387.06	100.00%	\$ 15,625,836.33	100.00%	\$ 28,531,223.39	100.000%
<b>Total Funds Available to MC</b>	\$ 12,905,387.06		\$ 15,391,448.79		\$ 28,296,835.85	99.178%
<b>MC DSS Administration</b>	\$ 6,785.40		\$ 8,215.12		\$ 15,000.52	0.053%
<b>Total Funds Available to UWMC</b>	\$ 12,898,601.66		\$ 15,383,233.67		\$ 28,281,835.33	99.126%
<b>UWMC Administration</b>					\$ 2,603,734.00	9.126%

Round-1: Timelines & Deadlines
State Deadline for obligation: 65% of state block grant funding by August 1, 2021
State Deadline for expenditure: 100% by September 30, 2022
Federal obligation deadline: 65% by September 30, 2021
Federal expenditure deadline: 100% by September 30, 2022

*\* All Benchmarks and Timelines are subject to change according to the most current State and Federal guidelines*

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### Appendix D. Round 2 Funding Breakdown and Timelines

Round 2 Allocation Summary						
	ERA2		SRA2		Total	
Allocation	\$ 10,211,429.00	100.00%	\$ 12,290,803.41	100.00%	<b>\$22,502,232.41</b>	100.000%
DFA	\$ 8,679,714.65	85.00%	\$ 10,447,182.90	85.00%	\$ 19,126,897.55	85.000%
Admin	\$ 1,531,714.35	15.00%	\$ 1,843,620.51	15.00%	\$ 3,375,334.86	15.000%
DSS Admin	\$ 15,317.14	0.15%	\$ 18,436.21	0.15%	\$ 33,753.35	0.150%
UWMC Admin	\$ 1,516,397.21	14.85%	\$ 1,640,822.26	13.35%	\$ 3,157,219.46	14.031%
State Admin	\$ -	0.00%	\$ 184,362.05	1.50%	\$ 184,362.05	0.819%
<b>Total</b>	\$ 10,211,429.00	100.00%	\$ 12,290,803.41	100.00%	\$ 22,502,232.41	100.000%
<b>Total Funds Available to MC</b>	\$ 10,211,429.00		\$ 12,106,441.36		\$ 22,317,870.36	99.181%
<b>MCDSS Administration</b>	\$ 15,317.14		\$ 18,436.21		\$ 33,753.35	0.150%
<b>Total Funds Available to UWMC</b>	\$ 10,196,111.86		\$ 12,088,005.15		\$ 22,284,117.01	99.031%
<b>UWMC Administration</b>	\$ 1,516,397.21		\$ 1,640,822.26		\$ 3,157,219.46	14.031%
<b>UWMC DFA</b>	\$ 8,679,714.65		\$ 10,447,182.90		\$ 19,126,897.55	85.000%

Round-2 Timelines & Deadlines						
State obligation deadline: 75% of first tranche of state block grant funding by October 31, 2021						
State obligation deadline: 50% of total award of state block grant funds by January 31, 2022.						
State expenditure deadline: 100% by September 30, 2025						
Federal obligation deadline: 50% by March 31, 2022 (to qualify for allocation of additional funding)						
Federal expenditure deadline: 100% by September 30, 2025.						

*\* All Benchmarks and Timelines are subject to change according to the most current State and Federal guidelines*