



Sonoma County Community Development Commission
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Commission*

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Notice of Funding Availability
Coronavirus Aid, Relief, and Economic Security (CARES) Act
Emergency Rental Assistance

Release Date: September 2, 2020

Applications Due: September 9, 2020 by 11:59 pm

The Sonoma County Community Development Commission (Commission) invites proposals for administration of a short-term emergency rental assistance program. \$2,360,000 is available from the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act.

The program will be designed to serve low-income tenants impacted by COVID-19 and low-income landlords who are negatively impacted by the eviction defense ordinance currently in place.

Parameters of the program design are as follows:

- Up to six months of assistance can be provided, and can include back payments of rent and past due utilities, as well as current rental payments or current utility bills.
- Eligible applicants must demonstrate that they have not been able to pay or have not received rental payments for any period of time starting March 1, 2020, and will need to certify that the reason is related to COVID-19.
- Additional documentation of need may be required, and staff will conduct further review of the CARES Act, Coronavirus Relief Act (CRF) guidance prior to entering into funding agreements with contractor(s).

Proposals must be received no later than the date and time listed in **Section III. Schedule**.

I. Background

The goal of the CARES Act Relief Fund is to promote recovery by providing funding to support the needs of those impacted by the COVID-19 public health emergency. The Sonoma County Board of Supervisors has prioritized short-term emergency rental assistance for low-income tenants and low-income landlords.

The CARES Act provides that payments from the Fund may only be used to cover costs that:

- A. Are necessary expenditures incurred due to the public health emergency with respect to COVID-19;



- B. Were previously unbudgeted costs of necessary expenditures incurred due to the COVID-19 public health emergency; and
- C. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Funds MUST be expended by December 30, 2020.

II. Eligible Applicants

Both public and private non-profit organizations are eligible to apply for this funding. Private non-profit organizations must be in good standing with the Secretary of State and be listed as Active in the Federal System for Award Management (sam.gov).

III. Schedule

September 2, 2020	Notice of Funding Availability Released
September 9, 2020	Applications Due by 11:59 pm
September 10-11, 2020	County Staff Review and score proposals
September 16, 2020, 10:30 am	So Co Community Development Committee Meeting to Determine Funding Recommendations
September 22, 2020	Board of Supervisors Meeting to Award Funds
September 23, 2020	Contract Start Date
December 30, 2020	Contract End Date / All Funding Expended

IV. Technical Assistance

Due to the timeline for the distribution of funds, a technical assistance session will not be offered. Any questions regarding this NOFA should be directed to Holly.Kelley@sonoma-county.org.

V. Scope of Services

In response to the COVID-19 crisis, the Sonoma County Community Development Commission (CDC), is seeking one or more contractors to administer an Emergency Rental Assistance Program (Program) to aid low-income renters and low-income landlords who are unable to pay their rent or are not receiving rental payments due to the COVID-19 public health emergency. The Program will provide short-term, emergency utility and rental assistance to up to 400 eligible low-income renter and landlord households using federal CARES Act Funding.

The CARES Act Emergency Rental Assistance program will provide up to a maximum of \$6,000 to cover utility bills and rental assistance for no more than six months to qualifying households. Rental assistance may include past due utility bills and rent in arrears starting March 1, 2020.

In order to be eligible for assistance, households must be meet the following conditions:

1. Be low-income, as defined as 80% of Area Median Income (AMI); and

2. Be a tenant unable to pay their rent and/or utility bills OR a landlord not receiving rent as a result of the COVID-19 public health emergency.

Self-certification of the above conditions will be accepted.

The selected Contractor(s) will be expected to demonstrate that they can provide fast and direct financial assistance to individuals and families in the wake of the coronavirus pandemic and are ready to immediately commence the work at hand without extensive ramp-up time. Contractor(s) will conduct a robust outreach plan to those that are disproportionately impacted by the pandemic, screen applicants for eligibility in accordance with program and funding requirements, and administer short-term, emergency assistance on behalf of eligible families. The provision of additional wraparound support in the areas of income, employment, living conditions, access to food, transportation, and medical care, among others, is also encouraged but not required.

Contractors with significant experience in providing rental assistance, particularly those serving diverse communities and working with Community Development Block Grant (CDBG) or other state or federal housing funds, are encouraged to submit a proposal.

The CDC may select more than one contractor in order to ensure adequate capacity to meet program needs.

VI. Award and Disbursement of Funds

The Sonoma County Community Development Committee will make funding recommendations to the Board of Supervisors which will ultimately determine final award(s) and grant amount(s). Awards will depend upon the number of applicants, availability of funds, and demonstrated qualifications and experience. The Sonoma County Community Development Commission reserves the right to offer awards different from the specified amount requested.

VII. Equity and Social Justice

The Community Development Commission supports fair, accessible, and relevant services for families and individuals that promote equity and social justice. Proposers should understand how the intersectionality of social categorizations such as gender, race, socio-economic status, immigration status, ethnicity, nationality, sexual orientation, family structural identities, religion, age, mental disability, physical disability, mental illness, and physical illness create overlapping and interdependent systems of discrimination and disadvantage; and have a commitment to naming biases, suspending judgment and redefining assumptions and cultural norms through a practice of cultural humility.

VIII. Grant Recipient Reporting Requirements

A. Fiscal

1. Chosen Contractor(s) will be required to report both monthly obligation and monthly expenditure costs.

2. Invoices must be submitted by December 30, 2020 for personnel, administrative and program delivery expenses incurred with grant funds. Recipient must make all necessary information available to confirm expenditures were eligible under this grant including adequate documentation of receipts and corresponding financial records.
3. Additional fiscal reporting requirements may be required and are to be determined.

B. Program

1. Programmatic reporting requirements will be determined between the CDC and chosen contractor(s).

IX. CARES Act Relief Funds Record Retention Requirements

Recipients of Coronavirus Relief Fund payments shall maintain and make available to the Treasury Office of Inspector General (OIG) upon request all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)), which provides:

(d) USE OF FUNDS.—A State, Tribal government, and unit of local government shall use the funds provided under a payment made under this section to cover only those costs of the State, Tribal government, or unit of local government that—

1. Are necessary expenditures incurred due to the public health emergency with respect to COVID-19;
2. Were not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and
3. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Records to support compliance with subsection 601(d) may include, but are not limited to, copies of the following:

1. General ledger and subsidiary ledgers used to account for (a) the receipt of Coronavirus Relief Fund payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19;
2. Budget records for 2019 and 2020;
3. Payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
4. Receipts of purchases made related to addressing the public health emergency due to COVID-19;
5. Contracts and subcontracts entered into using Coronavirus Relief Fund payments and all documents related to such contracts;
6. Grant agreements and grant subaward agreements entered into using Coronavirus Relief Fund payments and all documents related to such awards;

7. All documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;
8. All documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards;
9. All internal and external email/electronic communications related to use of Coronavirus Relief Fund payments; and
10. All investigative files and inquiry reports involving Coronavirus Relief Fund payments.

Records shall be maintained for a period of five (5) years after final payment is made using Coronavirus Relief Fund monies. These record retention requirements are applicable to all prime recipients and their grantees and subgrant recipients, contractors, and other levels of government that received transfers of Coronavirus Relief Fund payments from prime recipients.

X. Application Documents and Submittal Instructions

The following forms should be submitted electronically to Holly.Kelley@sonoma-county.org by the due date and time listed in **Section III. Schedule**.

- A. CARES Act Emergency Rental Assistance Program Application
- B. CARES Act Emergency Rental Assistance Program Budget
 1. The Program Budget should include anticipated costs for the period March 1, 2020 to December 30, 2020.
 2. Indirect costs should be limited to 10% unless Agency has an Indirect Cost Rate approved by a cognizant federal agency.