

SECOND AMENDMENT TO AGREEMENT NO. 35877

35877

THIS SECOND AMENDMENT TO AGREEMENT NO. 35877 is made and entered, in duplicate, as of October 15, 2021, for reference purposes only, pursuant to a minute order adopted by the City Council of the City of Long Beach at its meeting on October 12, 2021, by and between YARDI SYSTEMS, INC., a California corporation ("Contractor"), with a place of business at 430 South Fairview Avenue, Goleta, California 93117, and the CITY OF LONG BEACH, a municipal corporation ("City").

WHEREAS, City and Contractor (the "Parties") entered into Agreement No. 35877 (the "Agreement") whereby Contractor agreed to provide emergency rental assistance in response to the COVID-19 Pandemic, specifically, software, payment processing services, customer support services, and case management services; and

WHEREAS, the Parties entered into a First Amendment to the Agreement to update the fee schedule to better align with the scope of work; and

WHEREAS, the City has been awarded an additional \$34,304,643 in combined federal and State funding, known as ERAP2; and

WHEREAS, the Parties desire to amend the Agreement for distribution of the funds from ERAP1 and ERAP2, extend the term to September 30, 2022, attach an additional rate/fee schedule for ERAP2, and attach a revised program guideline workplan;

NOW, THEREFORE, in consideration of the mutual terms, covenants, and conditions herein contained, the Parties agree as follows:

1. Section 1.A. of the Agreement is hereby amended to read as follows:

"A. Contractor shall continue to furnish specialized services more particularly described in Exhibit "A-2", attached to this Agreement and incorporated by this reference, in accordance with the standards of the profession, and City shall pay for these services at the rates or charges shown in Exhibit "B" a total not to exceed amount of Five Million Three Hundred Seven Thousand Nine Hundred Fifty-Seven Dollars (\$5,307,957) (which includes the \$25,000 expended under the

1 Purchase Order).

2 2. Section 2 of the Agreement is hereby amended to read as follows:

3 "2. TERM. The term of this Agreement shall commence at midnight on
4 April 7, 2021, and shall terminate at 11:59 p.m. on September 30, 2022, unless sooner
5 terminated as provided in this Agreement, or unless the services or the Project is
6 completed sooner."

7 3. The Rates contained in Exhibit "B-1" to the First Amendment are
8 hereby amended to include the rates for ERAP2 in Exhibit "B-2", attached hereto and
9 incorporated herein.

10 4. The Program Guideline Workplan in Exhibit "D" to the Agreement is
11 hereby amended and replaced by the Revised Program Guideline Workplan in Exhibit "D-
12 1", attached hereto and incorporate herein.

13 5. Except as expressly modified herein, all of the terms and conditions
14 contained in Agreement No. 35877 are ratified and confirmed and shall remain in full force
15 and effect.

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OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard 9th Floor
Long Beach CA 90802-4664

IN WITNESS WHEREOF, the Parties have caused this document to be duly
executed with all formalities required by law as of the date first stated above.

YARDI SYSTEMS, INC., a California
corporation

October 21, 2021

By Jill Smith
Name Jill Smith
Title Authorized Representative

OCTOBER 21, 2021

By [Signature]
Name Alfonso Rendon
Title Director

"Contractor"

CITY OF LONG BEACH, a municipal
corporation

October 26, 2021

By Linda J. Jakum
City Manager

EXECUTED PURSUANT
TO SECTION 301 OF
"City" THE CITY CHARTER.

This Second Amendment to Agreement No. 35877 is approved as to form on
October 21, 2021.

CHARLES PARKIN, City Attorney

By [Signature]
Deputy

EXHIBIT “B-2”

Rates or Charges

EXHIBIT 1

Schedule A-2

Rent Relief Fee Schedule (ERA 2)

Annual Fees			
License	Unit of Measure (UOM)	Count	\$/UOM
Yardi Rent Relief	each	1	\$300,000.00
Yardi Rent Relief Software (Application and Payments)			Included
Yardi Rent Relief (Case Management)			Included
Yardi Rent Relief (Customer Service)			Included
Total			\$300,000.00
Quarterly Fees			
License	UOM	Count	\$/UOM
Yardi Rent Relief	each	1	12% of funds disbursed
Yardi Rent Relief Software (Application and Payments)			Included
Yardi Rent Relief (Case Management)			Included
Yardi Rent Relief (Customer Service)			Included
Total			TBD
Total Fees Due			
Annual Fee			\$300,000.00
Quarterly Fee			TBD billed quarterly
Sub-Total			\$300,000.00
Sales Tax			as applicable
Total Due			\$300,000.00

Additional Terms

PAYMENT TERMS (excluding applicable taxes):

Total Due. \$75,000.00 is due 30 days from the execution date of this Addendum; \$75,000.00 due 90 days from the execution date of this Addendum; \$75,000.00 due 180 days from the execution date of this Addendum; \$75,000.00 due 270 days from the execution date of this Addendum

Quarterly Fees. Commencing on January 1, 2022, and each 3-month period thereafter, Yardi shall invoice Client a Quarterly Fee at a rate of 12% of the funds disbursed for ERA 2 for the preceding 3-month period

The total fees for this Schedule A-2 shall not exceed \$3,800,000.00.

The Rent Relief fees in this Schedule A Fee Schedule are for the approximately \$34,304,642.50 of funds initially allocated to Client for the Emergency Rental Assistance Program as part of the American Rescue Plan Act of 2021 (ERA2). If additional funds are allocated, then additional fees will apply as mutually agreed between the parties.

EXHIBIT “D-1”

Materials/Information Furnished:

Program Guidelines & Work Plan

City of Long Beach ERAP (LB ERAP) Program Guidelines & Work Plan

A. Overview

The City of Long Beach is choosing to self-administer a Long Beach Emergency Rental Assistance Program (LB ERAP or Program) which will comply with SB 91, as amended by Assembly Bill (AB 832), as well as Federal guidelines that were issued through several frequently asked question (FAQ) releases. This program is funded by both U.S. Treasury Allocations and State Block Grants. Long Beach staff have experience administering direct rental aid through the \$5.3 million LB CARES program and have worked closely with Los Angeles County's Rental Assistance program which also served Long Beach renters and are experienced in coordinating to avoid duplication of benefits.

The City of Long Beach (City) and Yardi Systems, LLC (Program Implementer) are working collaboratively to implement the program guidelines that adhere to the US Treasury and State of California Department of Housing and Community Development (HCD) regulations. .

The LB ERAP is comprised of two separate programs under multiple Federal and State funding sources. ERAP1 provides direct assistance totaling \$27,368,063 under the Consolidated Appropriations Act, 2021, which was enacted on December 27, 2020, and ERAP2 provides \$29,355,442 under the American Rescue Plan Act of 2021, which was enacted on March 11, 2021.

This is a living document and these guidelines and work plan are subject to revisions in accordance with updates from the US Treasury and/or State Department of Housing & Community Development.

B. Program Deliverables

Per AB 832, quarterly and monthly activity reports will be submitted by the City to the U.S. Treasury and HCD within 5 days of the close of the quarter. Additionally, financial reports will be submitted weekly in an electronic format that is acceptable to HCD; this will include the following data gathered using the platform provided by the Program Implementer:

- a. Total funding obligated for payment of costs for Eligible Households for that week
- b. Total obligated funding to date
- c. Total expenditures for that week
- d. Total expenditures to date
- e. Projected obligations for the next week based on applications received and processed to date.

C. Fund Deployment Schedule

April 12, 2021	Application period and outreach activities begin. Landlords and tenants may apply and are encouraged to coordinate submissions.
April 12 and beyond	Application portal will remain open in accordance with AB 832, until all funds are exhausted.
June 1, 2021	Deadline for 65% of State Block Grant funds to be obligated.
August 1, 2021	Deadline for 65% of ERAP1 State Block Grants funds to be obligated.

EXHIBIT D

September 30, 2021	Deadline for 65% of ERAP1 Federal Allocation funds to be obligated. Treasury may recapture unobligated funds.
October 31, 2021	Deadline for 75% ERAP2 State Block Grant first tranche to be obligated.
January 31, 2022	Deadline for 50% ERAP2 State Block Grant first and second tranches to be obligated.
March 31, 2022	Deadline for 50% obligation of ERAP2 Federal Allocation.
September 30, 2022	ERAP1 and ERAP2 general expiration date of Federal Allocation funds.
September 30, 2022 and beyond	Program closeout activities

D. Fund Deployment Measurables

The following obligation deadlines will determine fund deployment priorities for the four different allocations (two for ERAP1 and two for ERAP2). In order to satisfy and meet the minimum obligation requirements, the City and Yardi Systems, LLC (Yardi) will create four funding buckets and the City will determine where approved and requested batches of funding should be allocated to.

- 1) No less than 65 percent of the ERAP1 State Block Grant funds will be obligated by August 1, 2021.
- 2) No less than 65 percent of the ERAP1 Federal Allocation will be obligated by September 30, 2021.
- 3) No less than 75 percent of the ERAP2 first tranche State Block Grant will be obligated by October 31, 2021.
- 4) No less than 50 percent of the ERAP2 Federal Allocation will be obligated by March 31, 2022.
- 5) 100% of the ERAP1 and ERAP2 State Block Grant funds will be expended by September 30, 2022.
- 6) 100% of the ERAP1 and ERAP2 Federal Allocation will be expended by September 30, 2022.

E. Community Partners

The City is partnering with local housing advocacy, tenants' rights, and fair housing organizations in order to promote the ERAP1 and provide guidance and technical assistance to tenants who may be eligible for assistance through the LB ERAP.

The City will engage Community-Based Organizations (CBOs) who will work to conduct outreach and promote the LB ERAP1 to target communities citywide, including communities of color, non-English speaking residents, and small landlords. Additionally, CBOs will work with the City and Program Implementer to provide technical assistance and guidance to tenants and landlords who may struggle with completing the online application form.

These organizations include:

- Long Beach Fair Housing Foundation
- The Heart of Ida
- Housing Long Beach
- Puente Latino Association
- United Cambodian Community
- YMCA of Greater Long Beach

The City's communications team will work with these organizations throughout the application period and beyond to broadly push out information about the program through such mechanisms as outreach

EXHIBIT D

to contacts in their databases, social media accounts, and networks, in the languages that are appropriate to the places and communities in which the information will be disseminated. In addition, these partners will provide specific targeted outreach as well as general education about the application process. More specifically, the Fair Housing Foundation is equipped to provide more specific technical assistance regarding eligibility and can offer mediation services that will facilitate communication between tenants and landlords.

For ERAP2, the City has retained two of the five organizations listed above. These organizations, Puente Latino Association and The Heart of Ida, will have expanded duties and workplans for ERAP2. In addition, the City's Housing and Neighborhood Services Bureau has redeployed six staff to assist applicants with completing their applications and gathering required documentation as well as solving any technological gaps.

F. Local Program Guidelines

Note: The US Treasury has released several changes to its guidelines that improve upon program implementation, including allowing greater flexibility as it relates to required documentation, while the State of California has also issued several improvements through AB 832 legislation. Thus, the final iterations from the two entities will be the underpinning of the local program guidelines. These local program guidelines may be subject to future changes if or when either the US Treasury or the State of California make additional program implementation modifications.

The LB ERAP will comply with both Federal and State guidelines for eligibility criteria and priorities identified in AB 832. Households must be at or below 80 percent of AMI to be eligible for funding from both the direct federal allocation and the block grant award. Priority will be given to households at 50 percent of AMI or lower, or households that have one or more individuals that have been unemployed for the preceding 90-day period at date of application.

The Program will pay 100% of rent owed in the period starting April 1, 2020 through present; If a landlord does not participate, the program will provide 100% of the rent owed directly to the tenant. When rental assistance payments are provided directly to an eligible household, the City shall provide notification to the household that, upon receipt of assistance, the household shall provide the full amount of rental arrears to the landlord within 15 days, excluding Saturdays, Sundays and judicial holidays. Likewise, when rental assistance payments are provided directly to an eligible household, the City shall require that a member of the eligible household attest under penalty of perjury that the household will comply with the 15-day requirement to remit payment to the landlord.

If tenant qualifies, they may also be eligible for up to 100% of future rents for 3 months. Tenants may apply for compensation for past due utility bills owed to City-owned utilities (Natural Gas, Water, & Refuse).

As applicable, the City shall provide additional assistance to previous LB-ERAP recipients so that total assistance provided is equivalent to 100% of an eligible household's rental arrears or prospective rent for the period originally requested.

EXHIBIT D

New AB 832 provisions also allow eligible households that no longer occupy the residential unit in connection with the rental assistance request, and demonstrate rental arrears, shall be eligible for assistance. The City may exercise discretion within the limitations of Federal law and guidance to establish eligibility and documentation requirements for households no longer occupying the unit in question to ensure funds administered are deployed effectively.

Application Intake Process

The online application will be implemented by the City using the Program Implementer's platform in accordance with all Program guidelines. The application will open the week of April 12, 2021 to the public and will be marketed to landlords and tenants. Per AB 832, the online application will be open indefinitely, until all funds are exhausted, to allow the City to determine the level of subscription to the Program. If the program receives enough eligible applications to obligate the entire pool of funds available, the application will close after the 30-day period. If funds are not fully obligated by eligible applications, the online application period will be extended in one-week increments until all funds are obligated.

Application Screening and Determination of Eligibility

The Program Implementer will begin to process applications starting on the first day that the application is open. To conform with the requirements of Health & Safety Code 50891.1(b), households earning up to 80% of AMI who have experienced economic impacts due to COVID and are at risk of housing instability will be eligible to apply. However, Long Beach ERAP1 and ERAP2 will prioritize assistance to (A) households under 50% of AMI who (B) have been unemployed for longer than 90 days or have experienced other COVID-19 economic impacts and who (C) have past due rent from April 1, 2020 to present. The City will also allow residents up to 80% of AMI to apply for up to 3 months' future rents and past due utility bills that are owed to the City (natural gas, water, and refuse). Below are the City's priority populations, listed in descending order.

Table 1. Prioritization Matrix

Priority	A	B		C	Assistance Requested		
	Household Income Level	Unemployed 90 days or more	COVID Economic Impacts	Housing Instability	Arrears	Future Rent	Utilities
1	<50% AMI	Yes	Yes	Yes	Yes	Yes	Yes
2	<50% AMI	No	Yes	Yes	Yes	Yes	Yes
3	<80% AMI	Yes	Yes	Yes	Yes	Yes	Yes
4	<80% AMI	No	Yes	Yes	Yes	Yes	Yes
5	<50% AMI	No	Yes	Yes	No	Yes	Yes
6	<80% AMI	No	Yes	Yes	No	Yes	Yes

The City will fund all applications in Priority 1 before considering other applications in descending priority levels. In all priority levels, households who have NOT received assistance through LB CARES or the LA County Rental Assistance Program will be assisted first. Depending on the volume of applications and the level of assistance required for each household, there is the chance that households in lower priority levels may not receive assistance.

EXHIBIT D

Long Beach is a majority renter city, and tenants in the city have experienced severe financial impacts during the pandemic. The City's ERAP is designed to assist lower-income renters who have experienced financial hardship due to COVID-19. Economic impacts and job losses due to COVID-19 have been concentrated in areas of Long Beach that are considered severely cost-burdened and concentrated with renters, where the tenant is paying more than 30 percent of their monthly income on housing. As such, the City expects that funding will be primarily used to assist households in Priorities 1 and 2 in the table above. However, should additional funding become available, the program will address lower priority households.

Procedures

Qualifying Criteria: Individual applicants must rent in Long Beach and meet the following criteria:

- 1) The household has a household income at or below 80% of the area median income. Households with income below 50% of AMI will be prioritized.
- 2) 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 due, directly or indirectly, to the COVID-19 outbreak; and
- 3) One or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability.

Documentation Requirements

The requirements for documentation are outlined below. There are no other documentation requirements that are not listed here.

- **Required Tenant Documentation**
 - Completed and signed tenant application form
 - This may also be initiated by the landlord or by the technical assistance partner on behalf of the tenant.
- **Occupancy Documentation:** Proof of rental agreement or rental arrangement. Documentation can include:
 - Lease agreement
 - Rent receipts
 - Evidence of regular rental payments (such as bank statements showing rent payments or screenshots of electronic payments)
 - Utility bills showing the tenant address and tenant name
- **Previous Benefit Tracking:** Did tenant receive assistance through either of the following rental assistance programs?
 - LB CARES
 - LA County Rental Assistance Program
- **For Criteria 1 (Household Income), the following procedures will be followed for income documentation:**
 - Income verification must meet either of the limits shown in the table below for calendar year 2020.

EXHIBIT D

- Confirmation of two months or more of the household's monthly income at the time of application, extrapolated to 12 months with eligibility determined by the below table, based on the Los Angeles County Median Family Income.

Household Size	1	2	3	4	5	6	7	8
50% AMI Limit	\$39,450	\$45,050	\$50,700	\$56,300	\$60,850	\$65,350	\$69,850	\$74,350
80% AMI Limit	\$63,100	\$72,100	\$81,100	\$90,100	\$97,350	\$104,550	\$111,750	\$118,950

- The City may rely on a determination of income letter from another government agency that verified the applicant's household income if that determination was made on or after January 1, 2020. These include:
 - Medicaid, known as Medi-Cal in California
 - Women, Infants and Children (WIC) benefits
 - Free and Reduced Lunch participation
 - Supplemental Nutrition Assistance Program (SNAP), known as CalFresh in California
 - Food Distribution Program on Indian Reservations (FDPIR)
 - Temporary Assistance for Needy Families (TANF) known as CalWORKs in California
 - School Nutrition Programs (SNP)
 - Head Start Childhood Education Program
 - Subsidized housing (not including housing choice, project-based, or Section 8 vouchers) that required income documentation as a condition of residency.
 - Any household income-based state or federally funded assistance program for low-income persons or households
- Other forms of documentation include:
 - 2020 household tax returns, or Form W-2, Form 1099-MISC, or other applicable tax statements
 - Social Security or Social Security Disability Insurance statements or benefits letters
- To the extent that the household income is not verifiable due to the impact of COVID-19, the City may accept an affidavit of no income, which must include an unsworn declaration under penalty of perjury.
- The City will not require or conduct third-party income verifications.
- The City will not require multiple sources of income documentation unless there are indicators of fraud in connection with an application.
- For Criteria 2 relating to unemployment, the following:
 - If documenting unemployment:
 - Evidence of application for unemployment benefit
 - Evidence of expired unemployment benefits, including unemployment benefits provided through the CARES Act.

EXHIBIT D

- Any correspondence from the individual's former employer indicating job loss, such as layoff notice, termination notice, or closure of business; or
 - If unavailable, written attestation signed by the applicant. Applicants who cannot provide documentation of unemployment are encouraged to consider applying using the income eligibility criteria.
- If documenting reduction in income, incurred significant costs, or other hardship caused by COVID-19:
 - Employer verification of reduction in income; or
 - Any correspondence from employer indicating reduced hours or hourly wage; or
 - Any other proof of reduction in monthly income or proof of significant costs incurred as a result of COVID-19 related impacts (such as new or increased healthcare costs or at home care for household member(s) ill from COVID-19).
 - Applicants may provide attestation if other documentation cannot be provided for extenuating circumstances.
 - Applicants that can provide verifiable documentation of unemployment will not be required to submit additional documentation to comply with additional income documentation requirements.
- For Criteria 3, risk of housing instability, the following:
 - Any past due utility or rent notice, or an eviction notice.
 - Any other evidence of risk as attested by the applicant and determined by the City.
 - Any households under 50% AMI are deemed to meet Criteria (3) even if they are current on rent and utilities and have not received a past due utility or rent notice or eviction notice—these applications will fall into Priority 2.
- **Required Landlord Documentation**
 - Completed & signed Landlord participation form (after Program Implementer determines tenant's eligibility)
 - Agreement to participate in program
 - Bank Routing # (DD preferable) or mailing address
 - W-9 Form
 - Proof of ownership (case worker will generate)
 - Copy of rental agreement – anything that ties the tenant to the unit (receipts, etc.)
 - Did landlord receive LB CARES or County rental assistance (1st round?)

Compensation for Past Due Utilities

- All households who qualify for the program on the basis of income, employment status, or housing stability are also eligible to apply for compensation for past due utility bills owed to the City; this is limited to Natural Gas, Water, and Refuse.
- The tenant must provide documentation that the utility bills are in their name or attest that the bills are directly related to the unit in which they live.
- City utilities will provide information to households regarding eligibility for low-income assistance.

EXHIBIT D

Determination of Eligibility

- The Program Implementer will perform initial checks for documentation and eligibility based on income and employment status.
- The Program Implementer's Case Managers and/or the City will refer applicants to appropriate CBOs for culturally competent, language-specific application guidance if necessary.
- The Program Implementer will determine initial approval of eligibility and confirm that the documentation is complete.
- Completed applications will be sent to the City for two levels of review and approval before payments are finalized.

Notifications

- Notifications will be sent using the Program Implementer's program interface.
- Once applications are received, notifications will be sent by the Program Implementer to both tenant and landlord that rental assistance will be awarded in rounds of funding based on eligibility and that payment is ultimately being provided directly to the landlord to cover the household's arrears or prospective rent, and/or to the City utility to cover past due bills.
- Notification will be sent to both parties of the initiation of the application process, whether the process is initiated by the landlord or the eligible household.
- Notifications will be sent to both parties once payment is made, and the notification shall include the total amount of assistance paid and the time period for which assistance was provided. This notification shall provide an electronic record that payment has been made.
- On or after September 15, 2021, landlords, tenants and the court will be able to verify, via telephone or online access, the status of an application for rental assistance based upon the property address and a unique application number, and will be able to obtain copies of rental assistance application determinations. Determinations shall indicate the following information:
 - The name of the tenant that is the subject of the application;
 - The address of the property that is the subject of the application;
 - 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; OR
 - 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
 - The application remained incomplete for 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 the required information.
 - Note: To date, this reason for denial has not been implemented. However, the City and Yardi reserves the right to make future denials for this reason, after determining funding availability versus obligation and number of attempts to reach the applicant to respond.

EXHIBIT D

Payment Procedures

- Once complete applications are determined to be eligible and validated by the Program Implementer, they will be sent to the City to initiate a funding request.
- The City will transfer funds to a separate account dedicated for emergency rental assistance.
- The Program Implementer will disburse funds from that account, primarily via ACH, with the ability to disburse paper checks if necessary.
- The landlord and tenant will both receive payment notifications, which will be recorded as part of the file.

Fraud Mitigation Measures and Duplication of Benefits Checks

- The Program Implementer will use a variety of built-in processes during the eligibility screening step to prevent fraudulent payments and duplication of benefits, such as address checks, ownership checks, bank account checks, and other validation of submitted documentation.
- Submitted W-9s will be cross-checked against the IRS TIN matching system and validated either manually or automatically prior to payment being rendered.
- The Program Implementer will also utilize verification checks to the banks where funds will be deposited into, allowing the City to verify that the account is correct prior to authorizing payment to be transmitted.
- All payments will go through three levels of approval; (1) case auditor, (2) case supervisor, and (3) agency finance manager, before a funding request can be generated.
- Case managers will communicate with applicants and/or landlords to obtain and validate documentation to ensure that it is compliant with eligibility rules.

Payment Procedures

- The City will transfer funds to a bank account managed by the Program Implementer specifically dedicated for LB ERAP. Once payments are validated and a funding request is generated by the City, the Program Implementer will disburse funds from that account. The Program Implementer will request funds to be transferred into this account from the City on a regular basis as applications are validated and ready for payment.
- Payments will be made electronically through ACH, but the Program Implementer will issue paper checks if necessary.
- The landlord and tenant will receive payment notification, and the system will capture and track all requests and appeals as part of the file.
- If an illegitimate payment is made, both landlord and tenant will be notified that the payment was determined to be illegitimate, and the payment will be recaptured through ACH.

EXHIBIT D

Eligible Activities

The program will only pay for activities that are eligible as outlined in SB 91 as amended by AB 832, the Consolidated Appropriations Act of 2021, and under the American Rescue Plan Act of 2021. These statutes identify only the following as eligible uses of rental assistance funds: rental arrears; prospective rent payments; utilities, including arrears and prospective payments for utilities; and other expenses, as defined by the U.S. Treasury Secretary, related to housing as provided in Section 501.C of Division N of the Act.

Administrative Guidelines

- The City is not funding housing stabilization services using ERAP funds; however, the City is funding these services using a different funding source.
- This program will prioritize households with outstanding past due rent. However, applicants without past due rent may apply for prospective rent. The upper limit on financial assistance for prospective rent is 100% of the prospective rent for three months based on any application by or on behalf of the household. These applications will be considered after all applications for past due rent are assisted.
- The City can provide assistance for City utility costs without providing assistance on rent. Households without past due rent applying for assistance with utility costs only will be considered after applications for past due rent are assisted.
- The City will not duplicate assistance provided by any other assistance program. If a household is a tenant of federally subsidized housing, such as HCV, Project-Based Rental Assistance, or Public Housing, the household is still eligible so long as the assistance provided by the ERAP only covers the costs that the tenant would owe that is not subsidized.
- Payments under the ERAP are provided to help households meet housing costs that they are unable to meet because of COVID-19; there is no requirement that the eligible household has to have been in its current rental home for the duration of the COVID-19 public health emergency.

Reporting Requirements

The US Treasury requires monthly reporting as it relates to two data points, while a more extensive report is due quarterly. Per AB 832, quarterly activity reports will be submitted to HCD within 5 days of the close of the quarter. Monthly and weekly activity reports will be submitted in accordance with their respective deadlines. The Program Implementer will provide the aforementioned reports for Federal and State using data aggregated from the Program Implementer's platform in a downloadable format that is acceptable to US Treasury and HCD; this will include, but is not limited to, the following data:

- f. Total funding obligated for payment of costs for Eligible Households for that week
- g. Total obligated funding to date
- h. Total expenditures for that week
- i. Total expenditures to date
- j. Projected obligations for the next week based on applications received and processed to date.

EXHIBIT D

Non-Discrimination Policy

The City of Long Beach is committed to a policy of non-discrimination and reaffirms its commitment that no person shall benefit or be discriminated against any person based on their race, color, religion, sex, disability, familial status, national origin, ancestry, marital status, sexual orientation, source of income, and age in housing. The City of Long Beach's ERAP will comply with all applicable statutes outlawing discrimination of any kind, including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, the City Charter, ordinances, resolutions, rules, or regulations.

The City is also committed to affirmatively furthering fair housing and advancing equity citywide. More information can be found in the City's adopted Equity Toolkit and Assessment of Fair Housing. The City's approach to advancing equity involves several strategies aimed at creating a city in which all residents can reach their highest level of health and potential regardless of background, neighborhood, or identity. The LB ERAP furthers these goals by providing housing stability for residents who have been most deeply impacted by the COVID-19 pandemic. More information on both the Equity Toolkit and the Assessment of Fair Housing can be found at the links below.

- [Long Beach Equity Toolkit](#)
- [Assessment of Fair Housing \(AFH\)](#)

Last updated: 10/13/2021