MINUTES OF REGULAR MEETING
COBB COUNTY BOARD OF COMMISSIONERS
MARCH 30, 2022
10:00 AM

The Special Called Meeting of the Cobb County Board of Commissioners was held on Wednesday, March 30, 2022, at 10:00 a.m., in the second-floor public meeting room at 100 Cherokee Street, Cobb County Building, Marietta, Georgia. Present and comprising a quorum of the Board were:

Chairwoman Lisa Cupid
Commissioner JoAnn Birrell
Commissioner Keli Gambrill
Commissioner Jerica Richardson
Commissioner Monique Sheffield - *arrived at 10:02 a.m.*

CALL TO ORDER

Chairwoman Cupid called the meeting to order at 10:00 a.m.

Bill Rowling, County Attorney, read the following statement regarding the need for this special called BOC Meeting:

> *Pursuant to O.C.G.A. § 50-14-1 (d)(3), Special circumstances exist to call this meeting and the notice provided was reasonable under the circumstances.*
>
> *In brief review, an Agenda item was submitted and discussed for the Board to distribute Emergency ERA 1 funding on the last March 22, BOC meeting. However, the funds were not received, and the Board decided it was more prudent to delay the acceptance and distribution of the funds until the Funds were received. Consequently, the item was pulled, and it was agreed for the Board to schedule a Special called meeting as soon as practical after the funds were received. Likewise, the 2nd item on the today's Agenda was presented in the BOC 3/22 Agenda book was inadvertently missed for a Vote.*
>
> *1) The ERA 1 funds were received on Friday (3/25);*
> *2) The county immediately reached out to the Rental assistance providers to finalize MOUs for further distribution;*
> *3) The county amended the agreement with WFN for the monitoring of the new funds;*
> *4) In the meantime, the County Clerk reached out to commissioners for available times for the meeting;*
> *5) As soon as it was determined that the vendor agreements could be ready, and the commissioners were available for Wednesday at 10:00 a.m. Notice was provided; and,*
> *6) The County web site posted the meeting.*
>
> *Consequently, as previously stated, pursuant to O.C.G.A. § 50-14-1 (d)(3), Special circumstances exist to call this meeting and the notice provided was reasonable under the circumstances.*

BOC Chair

1. To authorize the acceptance and appropriation of reallocated funding under the Emergency Rental Assistance 1 (ERA1) program.

Motion by Cupid, second by Sheffield, to **authorize** the acceptance and appropriation of reallocated funding under the Emergency Rental Assistance 1 (ERA1) program, in the amount of $40,000,000.00; **delegate** to the County Manager the authority to re-allocate funding, without further action required by the Board; **authorize** the corresponding budget transactions; and **further authorize** the Chairwoman to execute a Memorandum of Understanding between Cobb and each Service Provider for the re-allocated ERA1 funds, the Seventh Amendment to the Grant Administration Agreement, and any other necessary documents for said purpose, *as presented*. A copy of the MOU and Amendment are attached and made a part of these minutes.

Funding will be available with the following transactions:

Increase Revenue:	278-055-V9CT-4432	Federal Grants	$40,000,000.00
Increase Expenditure:	278-055-V9CT-8820	ERA1 Contingency	$40,000,000.00
Decrease Expenditure:	278-055-V9CT-8820	ERA1 Contingency	$28,000,000.00
WFN			
Increase Expenditure:	278-425-ERA1-6326	Professional Services	$ 509,090.92
HomeFree			
Increase Expenditure:	278-425-ERA3-6574	Contributions	$6,363,636.36
Increase Expenditure:	278-425-ERA3-6326	Professional Services	$ 509,090.91
Must Ministries			
Increase Expenditure:	278-425-ERA4-6574	Contributions	$6,363,636.36
Increase Expenditure:	278-425-ERA4-6326	Professional Services	$ 509,090.91
Center for Family Resources			
Increase Expenditure:	278-425-ERA5-6574	Contributions	$6,363,636.36
Increase Expenditure:	278-425-ERA5-6326	Professional Services	$ 509,090.91
Sweetwater Mission			
Increase Expenditure:	278-425-ERA6-6574	Contributions	$6,363,636.36
Increase Expenditure:	278-425-ERA6-6326	Professional Services	$ 509,090.91

VOTE: **ADOPTED 4-1,** Commissioner Gambrill opposed

Transportation

2. To adopt a resolution authorizing the submission of a Rebuilding American Infrastructure with Sustainability and Equity grant application to the U.S. Department of Transportation for the Cumberland Core Loop, also known as Cumberland Sweep, planning project.

Motion by Richardson, second by Gambrill, to **adopt** a resolution authorizing the submission of a Rebuilding American Infrastructure with Sustainability and Equity grant application to the U.S. Department of Transportation for the Cumberland Core Loop, also known as Cumberland Sweep, planning project; **designate** Laraine Vance and Drew Raessler as the authorized Department representatives for all matters associated with the RAISE grant application; and **authorize** the Chairwoman to execute the necessary documents. A copy of said resolution is attached and made a part of these minutes.

VOTE: **ADOPTED 5-0**

ADJOURNMENT

The meeting was adjourned at 10:14 a.m.

Angela Cunningham
Deputy County Clerk
Cobb County Board of Commissioners

Reference No. 20385

Memorandum of Understanding

Between

Cobb County, Georgia

and

The Center for Family Resources, Inc.

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Cobb County, Georgia ("Cobb") and The Center for Family Resources, Inc. ("Service Provider") to administer emergency rental assistance under the Consolidated Appropriations Act, 2021 ("ERA1") as re-allocated to Cobb by the State of Georgia, approved by the Board in the current proposed amount of up to $6,363,636.36 plus fees, to be used to administer rental relief grants for Cobb County renters who have been adversely affected the Corona Virus Disease 2019 (COVID-19).

BACKGROUND

The World Health Organization declared COVID-19 a world health emergency and a global pandemic. A National Public Health Emergency was declared for the United States on March 13, 2020. Even as the American economy continues its recovery from the devasting impact of the pandemic, millions of Americans face deep rental debt and fear evictions with the loss of basic housing security.

To meet this need, two pieces of federal legislation, the Consolidated Appropriations Act, 2021, enacted on December 27, 2020, and the American Rescue Plan Act of 2021, enacted on March 11, 2021, included Emergency Rental Assistance funding.

Cobb County received $22,880,880.20 of ERA1 funding and successfully distributed all it. In addition, Cobb County received its first tranche of ERA2 in the amount of $7,241,827.84 and has expended over 95% of that funding. Because the State has not expended at least 65% of its ERAl award, and in order to keep the funding within the State of Georgia, the Georgia Department of Community Affairs on behalf of the State voluntarily agreed to transfer to Cobb County $40,000,000.00 from its remaining ERA l award. This request has been approved by the Governor and the Department of the Treasury.

PURPOSE

In an effort to aid some of those tenants adversely affected by COVID-19, on March 30, 2022, the Board approved an allocation of emergency rental assistance in an amount of up to $6,363,636.36 plus fees (the "ERA1 Re-allocation"), to be administered by Service Provider for grants to help qualified renters who currently reside in single family homes, condos, attached homes, or apartments in Cobb County to pay their rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears, and other expenses related to housing to avoid a potential eviction.

A. Program Description

Payments under the ERA1 Re-allocation are to be provided to eligible households for housing costs that they are unable to meet as a result of COVID-19. Eligible households may receive up to 12 months of assistance, including the payment of:

1. rent;
2. rental arrears;
3. utilities and home energy costs; and
4. utilities and home energy costs arrears.

Telecommunication services (telephone, cable, internet) delivered to the rental dwelling are not considered to be utilities. Utilities that are covered by the landlord within rent will be treated as rent.

The payment of existing housing-related arrears that could result in eviction of an eligible household is prioritized. Assistance must be provided to reduce an eligible household's rental arrears before the household may receive assistance for future rent payments. Once a household's rental arrears are reduced, grantees may only commit to providing future assistance for up to three months at a time. Households may reapply for additional assistance at the end of the three-month period if needed and the overall time limit for assistance is not exceeded.

Assistance is available with respect to payments originally due beginning March 13, 2020.

An application for rental assistance may be submitted by either an eligible household or by a landlord on behalf of that eligible household. If the request is by the landlord, it should submit a completed Landlord Verification form. While the landlord may submit the application, the tenant must work directly with the Service Provider to ensure all necessary documentation is received.

Funds shall be paid directly to landlords and utility service providers.

B. Eligible Households

An "eligible household" is defined as a renter household in which at least one or more individuals meets the following criteria:

1. Qualifies for unemployment or has experienced a reduction in household income, incurred significant costs, or experienced a financial hardship due to COVID-19;
2. Demonstrates a risk of experiencing homelessness or housing instability; and
3. Has a household income at or below 80 percent of the area median.

A tenant must provide a written attestation of the reduction in household income, significant costs incurred, or financial hardship during or due to COVID-19 along with the documents supporting the hardship. It should also include language that the documentation provided is correct and complete.

Tenants must also demonstrate a risk of experiencing homelessness or housing instability which may include past due rent and utility notices and eviction notices, if any.

Household income is determined as either the household's total income for calendar year 2020 or the household's monthly income at the time of application. For household incomes determined using the latter method, income eligibility must be redetermined every 3 months. To verify income either of the following source documents shall be obtained:

1. For determining annual household income, a wage statements, interest statements, or unemployment compensation statements reflecting annual income for the household or a copy of the Form 1040 filed with the IRS for the household.;
2. For determining monthly income, a wage statement, interest statement of unemployment compensation statement for at least the two months prior to the application date. If the applicant qualifies based on monthly income, the household income must be reverified every three months for the duration of the assistance.

Service Providers must obtain, if available, a current lease, signed by the applicant and the landlord that identifies the unit where the applicant resides and establishes the rental payment amount. In the absence of a lease, evidence of amount of rental payment may include bank statements, check stubs, or other documentation that reasonably establishes a pattern of paying rent or a written attestation by a landlord who can be verified as the legitimate owner or management agent.

All payments for utilities and home energy costs should be supported by a bill, invoice, or evidence of payment to the provider of the utility or home energy service.

Rental assistance provided to an eligible household should not be duplicative of any other federally funded rental assistance provided to such household. ERA1 Re-allocation funds may not be applied to costs that have been or will be reimbursed under other federal assistance. If an eligible household receives a monthly federal subsidy (a Housing Choice Voucher, Public Housing, or Project-Based Rental Assistance) and the tenant rent is adjusted according to changes in income, the household may receive ERA1 Re-allocation funds for the tenant-owed portion of rent or utilities that is not subsidized.

C. Process Obligations

As of the date of approval of this ERA1 Re-allocation, Cobb is waiting for its next tranche of ERA2 funds. In the likely event that the two types of assistance are available to be expended contemporaneously, Service Provider agrees to review applications for COVID hardships and draw down on ERA1 Re-allocation funds before utilizing ERA2 funds. This is necessary as this ERA1 Re-allocation expires on December 29, 2022 and any unused funds must be returned to the Treasury; because the further in time from the actual outbreak of the pandemic, the more difficult it will be to show a COVID hardship; and because ERA2 funds remain available until September 25, 2025.

Service Provider shall review each application received in order to determine household eligibility. Tenants or landlords may be referred to or contact the Service Providers directly. Service

Providers shall prioritize consideration of applications received from eligible households if one of the following conditions exist: 1) the household income is at or below 50 percent of the area median; 2) one or more individuals within the household have been unemployed for the 90-day period preceding the application date.

Service Provider agrees to the following minimal obligations:

1. Enter application in Client Track (the Georgia Homeless Management Information System platform) in order to avoid duplicate applications and overpayments. If a tenant has received assistance from another of the current Service Providers under this program, the Service Provider shall refer the tenant back to the prior Service Provider for additional consideration.
2. Send a knowledgeable staff member or representative to Magistrate Court as requested by Magistrate Court staff to meet with parties and attempt to reach an agreeable resolution short of eviction and communicate with Magistrate Court staff in a timely manner.
3. Upon receipt of an application, Service Provider shall review the tenant's needs and initiate conversations with the landlord, utility provider (if applicable) and tenant to resolution of the matter. Documentation shall be gathered in accordance with requirements set forth in the Policy and Procedures.
4. Coordinate payment directly to the landlord and/or utility provider. The utility provider must agree to supply written proof of payment on behalf of the tenant.
5. Provide tenant documentation of all payments made on their behalf.
6. Meet all reporting and retention requirements.

Service Provider agrees to utilize uniform documents created for this program so that all Cobb applicants will experience a uniform process to the degree possible subject to their unique household circumstances.

D. Supplemental Guidance from the U.S. Department of Treasury

The U.S. Department of Treasury has stated that the guidance and reporting requirements for this program will be issued on a rolling basis throughout the year. Service Provider represents that it will become familiar with all guidance and will ensure that the ERA1 Re-allocation only be used for proper expenditures and in compliance with guidance as interpreted by Cobb.

E. Program Fees

The ERA1 Re-allocation shall be administered by Service Provider. Cobb intends to compensate Service Provider at a fee of 8% of the funds distributed. It is suggested that fee requests be made to Cobb Finance in conjunction with reimbursement requests, not more than once a week.

F. Reimbursement Basis / Fund Availability

The ERA1 Re-allocation shall be held by the county and Service Provider shall submit statements for all approved grants and fees.

These funds are generally available through December 29, 2022. Any funds not expended by December 29, 2022 shall be forfeited and no longer available for reimbursement.

In order to maintain continuity of the program but allow for the expenditure of funds prior to the federal deadline, only a portion of the total re-allocation will be initially allocated to Service Provider. The authority to re-allocate the remainder to all Service Providers, without further action required by the Cobb County Board of Commissioner, is delegated to the County Manager. When, in the County Manager's discretion, funds should be re-allocated, she shall provide written notice to the Finance Director. Cobb will notify the Service Provider. This does not change any other term or condition of the program.

G. Reporting

Service Provider agrees to participate in monthly status calls with the County Manager and appropriate staff, at a time convenient for all parties, to discuss distributions, any supplemental guidance, and any other pertinent topics.

Service Provider agrees to provide the Board of Commissioners status updates, as requested, during the period the funds remain, to include successes, challenges, funds disbursed, and number of households assisted.

Service Provider shall provide reporting information to Cobb within 5 business days of the end of the prior month for submission to the U.S. Department of Treasury. It is important to the continuation of the program that reporting be provided as requested. It is understood that reporting requirements are subject to change throughout the grant term. At the current time, the following information needs to be tracked:

1. address of the rental unit;
2. gender, race and ethnicity of the primary applicant for assistance for each type of assistance (rent, rental arrears, utilities and home energy costs, utilities/home energy costs arrears);
3. name, address, social security number, tax identification number or DUNS number of the landlord and utility providers, if any;
4. the number of unique households that completed and submitted an application for ERA assistance;
5. the number of eligible households that receive assistance from such payments;
6. the number of unique households that received their initial ERA assistance;
7. the acceptance rate of applicants for assistance;
8. amount and percentage of monthly rent and rental arrears covered by the ERA Allocation;
9. amount and percentage of separately stated utility and home energy costs and utility and home energy costs arrears covered by the ERA Allocation;
10. number of months of rental payments and number of months of utility or home energy cost payments for which the ERA1 Re-allocation is provided;
11. total amount of each type of assistance (rent, rental arrears, utilities and home energy costs, utility and home energy cost arrears);
12. amount of outstanding rental arrears for each household;

13. number of individuals in the household and household income level, with such information disaggregated for households with income that—
    a. does not exceed 30 percent of the area median income for the household;
    b. exceeds 30 percent but does not exceed 50 percent of the area median income for the household; and
    c. exceeds 50 percent but does not exceed 80 percent of area median income for the household;
14. gender, race, and ethnicity of the primary applicant for each income level.

II. Record Retention

Service Provider agrees to maintain records of all application materials, whether approved or denied, for a period of seven years and agrees to provide such records to Cobb upon request.

FUNDING

Cobb has received $40,000,000.00 of ERA1 Re-allocation funding which was accepted by Board of Commissioners on March 30, 2022. A portion of this amount has been allocated to Service Provider for disbursement pending proper reimbursement requests from Service Provider. The remainder is available for allocation after Service Provider expends all of its initial allocation. There is no guarantee that any additional funds will be allocated.

At this time, funding will be available from Cobb's Emergency Rental Assistance Fund as follows: $6,363,636.36 (contributions) and up to $509,090.91 (professional services). Both items being eligible expenditures substantially related to COVID-19.

DURATION

This MOU is at-will and may be modified by mutual consent of authorized officials from Cobb and Service Provider. This MOU shall become effective upon the signature by the authorized officials from Cobb and Service Provider and will remain in effect until modified or terminated by either party by mutual consent. In the absence of mutual agreement by the authorized officials, this MOU shall end on April 30, 2022 if not executed by the parties.

THE CENTER FOR FAMILY RESOURCES, INC.

By: MELANIE N KAGAN
Title: CEO

[Corporate Seal]

COBB COUNTY, GEORGIA

By: Lisa N. Cupid
Title: Chair, Cobb County Board of Commissioners

COBB COUNTY GEORGIA BOARD OF COMMISSIONERS 1832

ATTEST:
County Clerk's Office

APPROVED
PER MINUTES OF
COBB COUNTY
BOARD OF COMMISSIONERS
3/30/22

Reference No. 20387

Memorandum of Understanding

Between

Cobb County, Georgia

and

MUST Ministries, Inc.

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Cobb County, Georgia ("Cobb") and MUST Ministries, Inc. ("Service Provider") to administer emergency rental assistance under the Consolidated Appropriations Act, 2021 ("ERA1") as re-allocated to Cobb by the State of Georgia, approved by the Board in the current proposed amount of up to $6,363,636.36 plus fees, to be used to administer rental relief grants for Cobb County renters who have been adversely affected the Corona Virus Disease 2019 (COVID-19).

BACKGROUND

The World Health Organization declared COVID-19 a world health emergency and a global pandemic. A National Public Health Emergency was declared for the United States on March 13, 2020. Even as the American economy continues its recovery from the devasting impact of the pandemic, millions of Americans face deep rental debt and fear evictions with the loss of basic housing security.

To meet this need, two pieces of federal legislation, the Consolidated Appropriations Act, 2021, enacted on December 27, 2020, and the American Rescue Plan Act of 2021, enacted on March 11, 2021, included Emergency Rental Assistance funding.

Cobb County received $22,880,880.20 of ERA1 funding and successfully distributed all it. In addition, Cobb County received its first tranche of ERA2 in the amount of $7,241,827.84 and has expended over 95% of that funding. Because the State has not expended at least 65% of its ERAl award, and in order to keep the funding within the State of Georgia, the Georgia Department of Community Affairs on behalf of the State voluntarily agreed to transfer to Cobb County $40,000,000.00 from its remaining ERA l award. This request has been approved by the Governor and the Department of the Treasury.

PURPOSE

In an effort to aid some of those tenants adversely affected by COVID-19, on March 30, 2022, the Board approved an allocation of emergency rental assistance in an amount of up to $6,363,636.36 plus fees (the "ERA1 Re-allocation"), to be administered by Service Provider for grants to help qualified renters who currently reside in single family homes, condos, attached homes, or apartments in Cobb County to pay their rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears, and other expenses related to housing to avoid a potential eviction.

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C. Process Obligations

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3. Upon receipt of an application, Service Provider shall review the tenant's needs and initiate conversations with the landlord, utility provider (if applicable) and tenant to resolution of the matter. Documentation shall be gathered in accordance with requirements set forth in the Policy and Procedures.
4. Coordinate payment directly to the landlord and/or utility provider. The utility provider must agree to supply written proof of payment on behalf of the tenant.
5. Provide tenant documentation of all payments made on their behalf.
6. Meet all reporting and retention requirements.

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1. address of the rental unit;
2. gender, race and ethnicity of the primary applicant for assistance for each type of assistance (rent, rental arrears, utilities and home energy costs, utilities/home energy costs arrears);
3. name, address, social security number, tax identification number or DUNS number of the landlord and utility providers, if any;
4. the number of unique households that completed and submitted an application for ERA assistance;
5. the number of eligible households that receive assistance from such payments;
6. the number of unique households that received their initial ERA assistance;
7. the acceptance rate of applicants for assistance;
8. amount and percentage of monthly rent and rental arrears covered by the ERA Allocation;
9. amount and percentage of separately stated utility and home energy costs and utility and home energy costs arrears covered by the ERA Allocation;
10. number of months of rental payments and number of months of utility or home energy cost payments for which the ERA1 Re-allocation is provided;
11. total amount of each type of assistance (rent, rental arrears, utilities and home energy costs, utility and home energy cost arrears);
12. amount of outstanding rental arrears for each household;

13. number of individuals in the household and household income level, with such information disaggregated for households with income that—
    a. does not exceed 30 percent of the area median income for the household;
    b. exceeds 30 percent but does not exceed 50 percent of the area median income for the household; and
    c. exceeds 50 percent but does not exceed 80 percent of area median income for the household;
14. gender, race, and ethnicity of the primary applicant for each income level.

H. Record Retention

Service Provider agrees to maintain records of all application materials, whether approved or denied, for a period of seven years and agrees to provide such records to Cobb upon request.

FUNDING

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At this time, funding will be available from Cobb's Emergency Rental Assistance Fund as follows: $6,363,636.36 (contributions) and up to $509,090.91 (professional services). Both items being eligible expenditures substantially related to COVID-19.

DURATION

This MOU is at-will and may be modified by mutual consent of authorized officials from Cobb and Service Provider. This MOU shall become effective upon the signature by the authorized officials from Cobb and Service Provider and will remain in effect until modified or terminated by either party by mutual consent. In the absence of mutual agreement by the authorized officials, this MOU shall end on April 30, 2022 if not executed by the parties.

MUST MINISTRIES, INC.

By: Falecia Stewart
Title: Vice President of Housing

[Corporate Seal]

COBB COUNTY, GEORGIA

By: Lisa N. Cupid
Title: Chair, Cobb County Board of Commissioners

COBB COUNTY BOARD OF COMMISSIONERS 1832 GEORGIA

ATTEST:
County Clerk's Office

APPROVED
PER MINUTES OF
COBB COUNTY
BOARD OF COMMISSIONERS
3/30/22

Reference No. 20386

Memorandum of Understanding

Between

Cobb County, Georgia

and

HomeFree - USA

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Cobb County, Georgia ("Cobb") and HomeFree – USA ("Service Provider") to administer emergency rental assistance under the Consolidated Appropriations Act, 2021 ("ERA1") as re-allocated to Cobb by the State of Georgia, approved by the Board in the current proposed amount of up to $6,363,636.36 plus fees, to be used to administer rental relief grants for Cobb County renters who have been adversely affected the Corona Virus Disease 2019 (COVID-19).

BACKGROUND

The World Health Organization declared COVID-19 a world health emergency and a global pandemic. A National Public Health Emergency was declared for the United States on March 13, 2020. Even as the American economy continues its recovery from the devasting impact of the pandemic, millions of Americans face deep rental debt and fear evictions with the loss of basic housing security.

To meet this need, two pieces of federal legislation, the Consolidated Appropriations Act, 2021, enacted on December 27, 2020, and the American Rescue Plan Act of 2021, enacted on March 11, 2021, included Emergency Rental Assistance funding.

Cobb County received $22,880,880.20 of ERA1 funding and successfully distributed all it. In addition, Cobb County received its first tranche of ERA2 in the amount of $7,241,827.84 and has expended over 95% of that funding. Because the State has not expended at least 65% of its ERAl award, and in order to keep the funding within the State of Georgia, the Georgia Department of Community Affairs on behalf of the State voluntarily agreed to transfer to Cobb County $40,000,000.00 from its remaining ERA 1 award. This request has been approved by the Governor and the Department of the Treasury.

PURPOSE

In an effort to aid some of those tenants adversely affected by COVID-19, on March 30, 2022, the Board approved an allocation of emergency rental assistance in an amount of up to $6,363,636.36 plus fees (the "ERA1 Re-allocation"), to be administered by Service Provider for grants to help qualified renters who currently reside in single family homes, condos, attached homes, or apartments in Cobb County to pay their rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears, and other expenses related to housing to avoid a potential eviction.

A. Program Description

Payments under the ERA1 Re-allocation are to be provided to eligible households for housing costs that they are unable to meet as a result of COVID-19. Eligible households may receive up to 12 months of assistance, including the payment of:

1. rent;
2. rental arrears;
3. utilities and home energy costs; and
4. utilities and home energy costs arrears.

Telecommunication services (telephone, cable, internet) delivered to the rental dwelling are not considered to be utilities. Utilities that are covered by the landlord within rent will be treated as rent.

The payment of existing housing-related arrears that could result in eviction of an eligible household is prioritized. Assistance must be provided to reduce an eligible household's rental arrears before the household may receive assistance for future rent payments. Once a household's rental arrears are reduced, grantees may only commit to providing future assistance for up to three months at a time. Households may reapply for additional assistance at the end of the three-month period if needed and the overall time limit for assistance is not exceeded.

Assistance is available with respect to payments originally due beginning March 13, 2020.

An application for rental assistance may be submitted by either an eligible household or by a landlord on behalf of that eligible household. If the request is by the landlord, it should submit a completed Landlord Verification form. While the landlord may submit the application, the tenant must work directly with the Service Provider to ensure all necessary documentation is received.

Funds shall be paid directly to landlords and utility service providers.

B. Eligible Households

An "eligible household" is defined as a renter household in which at least one or more individuals meets the following criteria:

1. Qualifies for unemployment or has experienced a reduction in household income, incurred significant costs, or experienced a financial hardship due to COVID-19;
2. Demonstrates a risk of experiencing homelessness or housing instability; and
3. Has a household income at or below 80 percent of the area median.

A tenant must provide a written attestation of the reduction in household income, significant costs incurred, or financial hardship during or due to COVID-19 along with the documents supporting the hardship. It should also include language that the documentation provided is correct and complete.

Tenants must also demonstrate a risk of experiencing homelessness or housing instability which may include past due rent and utility notices and eviction notices, if any.

Household income is determined as either the household's total income for calendar year 2020 or the household's monthly income at the time of application. For household incomes determined using the latter method, income eligibility must be redetermined every 3 months. To verify income either of the following source documents shall be obtained:

1. For determining annual household income, a wage statements, interest statements, or unemployment compensation statements reflecting annual income for the household or a copy of the Form 1040 filed with the IRS for the household.;
2. For determining monthly income, a wage statement, interest statement of unemployment compensation statement for at least the two months prior to the application date. If the applicant qualifies based on monthly income, the household income must be reverified every three months for the duration of the assistance.

Service Providers must obtain, if available, a current lease, signed by the applicant and the landlord that identifies the unit where the applicant resides and establishes the rental payment amount. In the absence of a lease, evidence of amount of rental payment may include bank statements, check stubs, or other documentation that reasonably establishes a pattern of paying rent or a written attestation by a landlord who can be verified as the legitimate owner or management agent.

All payments for utilities and home energy costs should be supported by a bill, invoice, or evidence of payment to the provider of the utility or home energy service.

Rental assistance provided to an eligible household should not be duplicative of any other federally funded rental assistance provided to such household. ERA1 Re-allocation funds may not be applied to costs that have been or will be reimbursed under other federal assistance. If an eligible household receives a monthly federal subsidy (a Housing Choice Voucher, Public Housing, or Project-Based Rental Assistance) and the tenant rent is adjusted according to changes in income, the household may receive ERA1 Re-allocation funds for the tenant-owed portion of rent or utilities that is not subsidized.

C. Process Obligations

As of the date of approval of this ERA1 Re-allocation, Cobb is waiting for its next tranche of ERA2 funds. In the likely event that the two types of assistance are available to be expended contemporaneously, Service Provider agrees to review applications for COVID hardships and draw down on ERA1 Re-allocation funds before utilizing ERA2 funds. This is necessary as this ERA1 Re-allocation expires on December 29, 2022 and any unused funds must be returned to the Treasury; because the further in time from the actual outbreak of the pandemic, the more difficult it will be to show a COVID hardship; and because ERA2 funds remain available until September 25, 2025.

Service Provider shall review each application received in order to determine household eligibility. Tenants or landlords may be referred to or contact the Service Providers directly. Service

Providers shall prioritize consideration of applications received from eligible households if one of the following conditions exist: 1) the household income is at or below 50 percent of the area median; 2) one or more individuals within the household have been unemployed for the 90-day period preceding the application date.

Service Provider agrees to the following minimal obligations:

1. Enter application in Client Track (the Georgia Homeless Management Information System platform) in order to avoid duplicate applications and overpayments. If a tenant has received assistance from another of the current Service Providers under this program, the Service Provider shall refer the tenant back to the prior Service Provider for additional consideration.
2. Send a knowledgeable staff member or representative to Magistrate Court as requested by Magistrate Court staff to meet with parties and attempt to reach an agreeable resolution short of eviction and communicate with Magistrate Court staff in a timely manner.
3. Upon receipt of an application, Service Provider shall review the tenant's needs and initiate conversations with the landlord, utility provider (if applicable) and tenant to resolution of the matter. Documentation shall be gathered in accordance with requirements set forth in the Policy and Procedures.
4. Coordinate payment directly to the landlord and/or utility provider. The utility provider must agree to supply written proof of payment on behalf of the tenant.
5. Provide tenant documentation of all payments made on their behalf.
6. Meet all reporting and retention requirements.

Service Provider agrees to utilize uniform documents created for this program so that all Cobb applicants will experience a uniform process to the degree possible subject to their unique household circumstances.

D. Supplemental Guidance from the U.S. Department of Treasury

The U.S. Department of Treasury has stated that the guidance and reporting requirements for this program will be issued on a rolling basis throughout the year. Service Provider represents that it will become familiar with all guidance and will ensure that the ERA1 Re-allocation only be used for proper expenditures and in compliance with guidance as interpreted by Cobb.

E. Program Fees

The ERA1 Re-allocation shall be administered by Service Provider. Cobb intends to compensate Service Provider at a fee of 8% of the funds distributed. It is suggested that fee requests be made to Cobb Finance in conjunction with reimbursement requests, not more than once a week.

F. Reimbursement Basis / Fund Availability

The ERA1 Re-allocation shall be held by the county and Service Provider shall submit statements for all approved grants and fees.

Reference No. 20385

Memorandum of Understanding

Between

Cobb County, Georgia

and

The Center for Family Resources, Inc.

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Cobb County, Georgia ("Cobb") and The Center for Family Resources, Inc. ("Service Provider") to administer emergency rental assistance under the Consolidated Appropriations Act, 2021 ("ERA1") as re-allocated to Cobb by the State of Georgia, approved by the Board in the current proposed amount of up to $6,363,636.36 plus fees, to be used to administer rental relief grants for Cobb County renters who have been adversely affected the Corona Virus Disease 2019 (COVID-19).

BACKGROUND

The World Health Organization declared COVID-19 a world health emergency and a global pandemic. A National Public Health Emergency was declared for the United States on March 13, 2020. Even as the American economy continues its recovery from the devasting impact of the pandemic, millions of Americans face deep rental debt and fear evictions with the loss of basic housing security.

To meet this need, two pieces of federal legislation, the Consolidated Appropriations Act, 2021, enacted on December 27, 2020, and the American Rescue Plan Act of 2021, enacted on March 11, 2021, included Emergency Rental Assistance funding.

Cobb County received $22,880,880.20 of ERA1 funding and successfully distributed all it. In addition, Cobb County received its first tranche of ERA2 in the amount of $7,241,827.84 and has expended over 95% of that funding. Because the State has not expended at least 65% of its ERAl award, and in order to keep the funding within the State of Georgia, the Georgia Department of Community Affairs on behalf of the State voluntarily agreed to transfer to Cobb County $40,000,000.00 from its remaining ERA l award. This request has been approved by the Governor and the Department of the Treasury.

PURPOSE

In an effort to aid some of those tenants adversely affected by COVID-19, on March 30, 2022, the Board approved an allocation of emergency rental assistance in an amount of up to $6,363,636.36 plus fees (the "ERA1 Re-allocation"), to be administered by Service Provider for grants to help qualified renters who currently reside in single family homes, condos, attached homes, or apartments in Cobb County to pay their rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears, and other expenses related to housing to avoid a potential eviction.

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2. Demonstrates a risk of experiencing homelessness or housing instability; and
3. Has a household income at or below 80 percent of the area median.

A tenant must provide a written attestation of the reduction in household income, significant costs incurred, or financial hardship during or due to COVID-19 along with the documents supporting the hardship. It should also include language that the documentation provided is correct and complete.

Tenants must also demonstrate a risk of experiencing homelessness or housing instability which may include past due rent and utility notices and eviction notices, if any.

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1. For determining annual household income, a wage statements, interest statements, or unemployment compensation statements reflecting annual income for the household or a copy of the Form 1040 filed with the IRS for the household.;
2. For determining monthly income, a wage statement, interest statement of unemployment compensation statement for at least the two months prior to the application date. If the applicant qualifies based on monthly income, the household income must be reverified every three months for the duration of the assistance.

Service Providers must obtain, if available, a current lease, signed by the applicant and the landlord that identifies the unit where the applicant resides and establishes the rental payment amount. In the absence of a lease, evidence of amount of rental payment may include bank statements, check stubs, or other documentation that reasonably establishes a pattern of paying rent or a written attestation by a landlord who can be verified as the legitimate owner or management agent.

All payments for utilities and home energy costs should be supported by a bill, invoice, or evidence of payment to the provider of the utility or home energy service.

Rental assistance provided to an eligible household should not be duplicative of any other federally funded rental assistance provided to such household. ERA1 Re-allocation funds may not be applied to costs that have been or will be reimbursed under other federal assistance. If an eligible household receives a monthly federal subsidy (a Housing Choice Voucher, Public Housing, or Project-Based Rental Assistance) and the tenant rent is adjusted according to changes in income, the household may receive ERA1 Re-allocation funds for the tenant-owed portion of rent or utilities that is not subsidized.

C. Process Obligations

As of the date of approval of this ERA1 Re-allocation, Cobb is waiting for its next tranche of ERA2 funds. In the likely event that the two types of assistance are available to be expended contemporaneously, Service Provider agrees to review applications for COVID hardships and draw down on ERA1 Re-allocation funds before utilizing ERA2 funds. This is necessary as this ERA1 Re-allocation expires on December 29, 2022 and any unused funds must be returned to the Treasury; because the further in time from the actual outbreak of the pandemic, the more difficult it will be to show a COVID hardship; and because ERA2 funds remain available until September 25, 2025.

Service Provider shall review each application received in order to determine household eligibility. Tenants or landlords may be referred to or contact the Service Providers directly. Service

Providers shall prioritize consideration of applications received from eligible households if one of the following conditions exist: 1) the household income is at or below 50 percent of the area median; 2) one or more individuals within the household have been unemployed for the 90-day period preceding the application date.

Service Provider agrees to the following minimal obligations:

1. Enter application in Client Track (the Georgia Homeless Management Information System platform) in order to avoid duplicate applications and overpayments. If a tenant has received assistance from another of the current Service Providers under this program, the Service Provider shall refer the tenant back to the prior Service Provider for additional consideration.
2. Send a knowledgeable staff member or representative to Magistrate Court as requested by Magistrate Court staff to meet with parties and attempt to reach an agreeable resolution short of eviction and communicate with Magistrate Court staff in a timely manner.
3. Upon receipt of an application, Service Provider shall review the tenant's needs and initiate conversations with the landlord, utility provider (if applicable) and tenant to resolution of the matter. Documentation shall be gathered in accordance with requirements set forth in the Policy and Procedures.
4. Coordinate payment directly to the landlord and/or utility provider. The utility provider must agree to supply written proof of payment on behalf of the tenant.
5. Provide tenant documentation of all payments made on their behalf.
6. Meet all reporting and retention requirements.

Service Provider agrees to utilize uniform documents created for this program so that all Cobb applicants will experience a uniform process to the degree possible subject to their unique household circumstances.

D. Supplemental Guidance from the U.S. Department of Treasury

The U.S. Department of Treasury has stated that the guidance and reporting requirements for this program will be issued on a rolling basis throughout the year. Service Provider represents that it will become familiar with all guidance and will ensure that the ERA1 Re-allocation only be used for proper expenditures and in compliance with guidance as interpreted by Cobb.

E. Program Fees

The ERA1 Re-allocation shall be administered by Service Provider. Cobb intends to compensate Service Provider at a fee of 8% of the funds distributed. It is suggested that fee requests be made to Cobb Finance in conjunction with reimbursement requests, not more than once a week.

F. Reimbursement Basis / Fund Availability

The ERA1 Re-allocation shall be held by the county and Service Provider shall submit statements for all approved grants and fees.

These funds are generally available through December 29, 2022. Any funds not expended by December 29, 2022 shall be forfeited and no longer available for reimbursement.

In order to maintain continuity of the program but allow for the expenditure of funds prior to the federal deadline, only a portion of the total re-allocation will be initially allocated to Service Provider. The authority to re-allocate the remainder to all Service Providers, without further action required by the Cobb County Board of Commissioner, is delegated to the County Manager. When, in the County Manager's discretion, funds should be re-allocated, she shall provide written notice to the Finance Director. Cobb will notify the Service Provider. This does not change any other term or condition of the program.

G. Reporting

Service Provider agrees to participate in monthly status calls with the County Manager and appropriate staff, at a time convenient for all parties, to discuss distributions, any supplemental guidance, and any other pertinent topics.

Service Provider agrees to provide the Board of Commissioners status updates, as requested, during the period the funds remain, to include successes, challenges, funds disbursed, and number of households assisted.

Service Provider shall provide reporting information to Cobb within 5 business days of the end of the prior month for submission to the U.S. Department of Treasury. It is important to the continuation of the program that reporting be provided as requested. It is understood that reporting requirements are subject to change throughout the grant term. At the current time, the following information needs to be tracked:

1. address of the rental unit;
2. gender, race and ethnicity of the primary applicant for assistance for each type of assistance (rent, rental arrears, utilities and home energy costs, utilities/home energy costs arrears);
3. name, address, social security number, tax identification number or DUNS number of the landlord and utility providers, if any;
4. the number of unique households that completed and submitted an application for ERA assistance;
5. the number of eligible households that receive assistance from such payments;
6. the number of unique households that received their initial ERA assistance;
7. the acceptance rate of applicants for assistance;
8. amount and percentage of monthly rent and rental arrears covered by the ERA Allocation;
9. amount and percentage of separately stated utility and home energy costs and utility and home energy costs arrears covered by the ERA Allocation;
10. number of months of rental payments and number of months of utility or home energy cost payments for which the ERA1 Re-allocation is provided;
11. total amount of each type of assistance (rent, rental arrears, utilities and home energy costs, utility and home energy cost arrears);
12. amount of outstanding rental arrears for each household;

13. number of individuals in the household and household income level, with such information disaggregated for households with income that—
    a. does not exceed 30 percent of the area median income for the household;
    b. exceeds 30 percent but does not exceed 50 percent of the area median income for the household; and
    c. exceeds 50 percent but does not exceed 80 percent of area median income for the household;
14. gender, race, and ethnicity of the primary applicant for each income level.

II. Record Retention

Service Provider agrees to maintain records of all application materials, whether approved or denied, for a period of seven years and agrees to provide such records to Cobb upon request.

FUNDING

Cobb has received $40,000,000.00 of ERA1 Re-allocation funding which was accepted by Board of Commissioners on March 30, 2022. A portion of this amount has been allocated to Service Provider for disbursement pending proper reimbursement requests from Service Provider. The remainder is available for allocation after Service Provider expends all of its initial allocation. There is no guarantee that any additional funds will be allocated.

At this time, funding will be available from Cobb's Emergency Rental Assistance Fund as follows: $6,363,636.36 (contributions) and up to $509,090.91 (professional services). Both items being eligible expenditures substantially related to COVID-19.

DURATION

This MOU is at-will and may be modified by mutual consent of authorized officials from Cobb and Service Provider. This MOU shall become effective upon the signature by the authorized officials from Cobb and Service Provider and will remain in effect until modified or terminated by either party by mutual consent. In the absence of mutual agreement by the authorized officials, this MOU shall end on April 30, 2022 if not executed by the parties.

THE CENTER FOR FAMILY
RESOURCES, INC.

By: MELANIE N KAGAN
Title: CEO

[Corporate Seal]

COBB COUNTY, GEORGIA

By: Lisa N. Cupid
Title: Chair, Cobb County Board of Commissioners

COBB COUNTY GEORGIA BOARD OF COMMISSIONERS 1832

ATTEST:
County Clerk's Office

APPROVED
PER MINUTES OF
COBB COUNTY
BOARD OF COMMISSIONERS
3/30/22

Reference No. 20387

Memorandum of Understanding

Between

Cobb County, Georgia

and

MUST Ministries, Inc.

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Cobb County, Georgia ("Cobb") and MUST Ministries, Inc. ("Service Provider") to administer emergency rental assistance under the Consolidated Appropriations Act, 2021 ("ERA1") as re-allocated to Cobb by the State of Georgia, approved by the Board in the current proposed amount of up to $6,363,636.36 plus fees, to be used to administer rental relief grants for Cobb County renters who have been adversely affected the Corona Virus Disease 2019 (COVID-19).

BACKGROUND

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PURPOSE

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2. Send a knowledgeable staff member or representative to Magistrate Court as requested by Magistrate Court staff to meet with parties and attempt to reach an agreeable resolution short of eviction and communicate with Magistrate Court staff in a timely manner.
3. Upon receipt of an application, Service Provider shall review the tenant's needs and initiate conversations with the landlord, utility provider (if applicable) and tenant to resolution of the matter. Documentation shall be gathered in accordance with requirements set forth in the Policy and Procedures.
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Service Provider agrees to provide the Board of Commissioners status updates, as requested, during the period the funds remain, to include successes, challenges, funds disbursed, and number of households assisted.

Service Provider shall provide reporting information to Cobb within 5 business days of the end of the prior month for submission to the U.S. Department of Treasury. It is important to the continuation of the program that reporting be provided as requested. It is understood that reporting requirements are subject to change throughout the grant term. At the current time, the following information needs to be tracked:

1. address of the rental unit;
2. gender, race and ethnicity of the primary applicant for assistance for each type of assistance (rent, rental arrears, utilities and home energy costs, utilities/home energy costs arrears);
3. name, address, social security number, tax identification number or DUNS number of the landlord and utility providers, if any;
4. the number of unique households that completed and submitted an application for ERA assistance;
5. the number of eligible households that receive assistance from such payments;
6. the number of unique households that received their initial ERA assistance;
7. the acceptance rate of applicants for assistance;
8. amount and percentage of monthly rent and rental arrears covered by the ERA Allocation;
9. amount and percentage of separately stated utility and home energy costs and utility and home energy costs arrears covered by the ERA Allocation;
10. number of months of rental payments and number of months of utility or home energy cost payments for which the ERA1 Re-allocation is provided;
11. total amount of each type of assistance (rent, rental arrears, utilities and home energy costs, utility and home energy cost arrears);
12. amount of outstanding rental arrears for each household;

13. number of individuals in the household and household income level, with such information disaggregated for households with income that—
    a. does not exceed 30 percent of the area median income for the household;
    b. exceeds 30 percent but does not exceed 50 percent of the area median income for the household; and
    c. exceeds 50 percent but does not exceed 80 percent of area median income for the household;
14. gender, race, and ethnicity of the primary applicant for each income level.

H. Record Retention

Service Provider agrees to maintain records of all application materials, whether approved or denied, for a period of seven years and agrees to provide such records to Cobb upon request.

FUNDING

Cobb has received $40,000,000.00 of ERA1 Re-allocation funding which was accepted by Board of Commissioners on March 30, 2022. A portion of this amount has been allocated to Service Provider for disbursement pending proper reimbursement requests from Service Provider. The remainder is available for allocation after Service Provider expends all of its initial allocation. There is no guarantee that any additional funds will be allocated.

At this time, funding will be available from Cobb's Emergency Rental Assistance Fund as follows: $6,363,636.36 (contributions) and up to $509,090.91 (professional services). Both items being eligible expenditures substantially related to COVID-19.

DURATION

This MOU is at-will and may be modified by mutual consent of authorized officials from Cobb and Service Provider. This MOU shall become effective upon the signature by the authorized officials from Cobb and Service Provider and will remain in effect until modified or terminated by either party by mutual consent. In the absence of mutual agreement by the authorized officials, this MOU shall end on April 30, 2022 if not executed by the parties.

MUST MINISTRIES, INC.

By: Falecia Stewart
Title: Vice President of Housing

[Corporate Seal]

COBB COUNTY, GEORGIA

By: Lisa N. Cupid
Title: Chair, Cobb County Board of Commissioners

COBB COUNTY GEORGIA BOARD OF COMMISSIONERS 1832

ATTEST:
County Clerk's Office

APPROVED
PER MINUTES OF
COBB COUNTY
BOARD OF COMMISSIONERS
3/30/22

Reference No. 20386

Memorandum of Understanding

Between

Cobb County, Georgia

and

HomeFree - USA

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Cobb County, Georgia ("Cobb") and HomeFree – USA ("Service Provider") to administer emergency rental assistance under the Consolidated Appropriations Act, 2021 ("ERA1") as re-allocated to Cobb by the State of Georgia, approved by the Board in the current proposed amount of up to $6,363,636.36 plus fees, to be used to administer rental relief grants for Cobb County renters who have been adversely affected the Corona Virus Disease 2019 (COVID-19).

BACKGROUND

The World Health Organization declared COVID-19 a world health emergency and a global pandemic. A National Public Health Emergency was declared for the United States on March 13, 2020. Even as the American economy continues its recovery from the devasting impact of the pandemic, millions of Americans face deep rental debt and fear evictions with the loss of basic housing security.

To meet this need, two pieces of federal legislation, the Consolidated Appropriations Act, 2021, enacted on December 27, 2020, and the American Rescue Plan Act of 2021, enacted on March 11, 2021, included Emergency Rental Assistance funding.

Cobb County received $22,880,880.20 of ERA1 funding and successfully distributed all it. In addition, Cobb County received its first tranche of ERA2 in the amount of $7,241,827.84 and has expended over 95% of that funding. Because the State has not expended at least 65% of its ERAl award, and in order to keep the funding within the State of Georgia, the Georgia Department of Community Affairs on behalf of the State voluntarily agreed to transfer to Cobb County $40,000,000.00 from its remaining ERA 1 award. This request has been approved by the Governor and the Department of the Treasury.

PURPOSE

In an effort to aid some of those tenants adversely affected by COVID-19, on March 30, 2022, the Board approved an allocation of emergency rental assistance in an amount of up to $6,363,636.36 plus fees (the "ERA1 Re-allocation"), to be administered by Service Provider for grants to help qualified renters who currently reside in single family homes, condos, attached homes, or apartments in Cobb County to pay their rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears, and other expenses related to housing to avoid a potential eviction.

A. Program Description

Payments under the ERA1 Re-allocation are to be provided to eligible households for housing costs that they are unable to meet as a result of COVID-19. Eligible households may receive up to 12 months of assistance, including the payment of:

1. rent;
2. rental arrears;
3. utilities and home energy costs; and
4. utilities and home energy costs arrears.

Telecommunication services (telephone, cable, internet) delivered to the rental dwelling are not considered to be utilities. Utilities that are covered by the landlord within rent will be treated as rent.

The payment of existing housing-related arrears that could result in eviction of an eligible household is prioritized. Assistance must be provided to reduce an eligible household's rental arrears before the household may receive assistance for future rent payments. Once a household's rental arrears are reduced, grantees may only commit to providing future assistance for up to three months at a time. Households may reapply for additional assistance at the end of the three-month period if needed and the overall time limit for assistance is not exceeded.

Assistance is available with respect to payments originally due beginning March 13, 2020.

An application for rental assistance may be submitted by either an eligible household or by a landlord on behalf of that eligible household. If the request is by the landlord, it should submit a completed Landlord Verification form. While the landlord may submit the application, the tenant must work directly with the Service Provider to ensure all necessary documentation is received.

Funds shall be paid directly to landlords and utility service providers.

B. Eligible Households

An "eligible household" is defined as a renter household in which at least one or more individuals meets the following criteria:

1. Qualifies for unemployment or has experienced a reduction in household income, incurred significant costs, or experienced a financial hardship due to COVID-19;
2. Demonstrates a risk of experiencing homelessness or housing instability; and
3. Has a household income at or below 80 percent of the area median.

A tenant must provide a written attestation of the reduction in household income, significant costs incurred, or financial hardship during or due to COVID-19 along with the documents supporting the hardship. It should also include language that the documentation provided is correct and complete.

Tenants must also demonstrate a risk of experiencing homelessness or housing instability which may include past due rent and utility notices and eviction notices, if any.

Household income is determined as either the household's total income for calendar year 2020 or the household's monthly income at the time of application. For household incomes determined using the latter method, income eligibility must be redetermined every 3 months. To verify income either of the following source documents shall be obtained:

1. For determining annual household income, a wage statements, interest statements, or unemployment compensation statements reflecting annual income for the household or a copy of the Form 1040 filed with the IRS for the household.;
2. For determining monthly income, a wage statement, interest statement of unemployment compensation statement for at least the two months prior to the application date. If the applicant qualifies based on monthly income, the household income must be reverified every three months for the duration of the assistance.

Service Providers must obtain, if available, a current lease, signed by the applicant and the landlord that identifies the unit where the applicant resides and establishes the rental payment amount. In the absence of a lease, evidence of amount of rental payment may include bank statements, check stubs, or other documentation that reasonably establishes a pattern of paying rent or a written attestation by a landlord who can be verified as the legitimate owner or management agent.

All payments for utilities and home energy costs should be supported by a bill, invoice, or evidence of payment to the provider of the utility or home energy service.

Rental assistance provided to an eligible household should not be duplicative of any other federally funded rental assistance provided to such household. ERA1 Re-allocation funds may not be applied to costs that have been or will be reimbursed under other federal assistance. If an eligible household receives a monthly federal subsidy (a Housing Choice Voucher, Public Housing, or Project-Based Rental Assistance) and the tenant rent is adjusted according to changes in income, the household may receive ERA1 Re-allocation funds for the tenant-owed portion of rent or utilities that is not subsidized.

C. Process Obligations

As of the date of approval of this ERA1 Re-allocation, Cobb is waiting for its next tranche of ERA2 funds. In the likely event that the two types of assistance are available to be expended contemporaneously, Service Provider agrees to review applications for COVID hardships and draw down on ERA1 Re-allocation funds before utilizing ERA2 funds. This is necessary as this ERA1 Re-allocation expires on December 29, 2022 and any unused funds must be returned to the Treasury; because the further in time from the actual outbreak of the pandemic, the more difficult it will be to show a COVID hardship; and because ERA2 funds remain available until September 25, 2025.

Service Provider shall review each application received in order to determine household eligibility. Tenants or landlords may be referred to or contact the Service Providers directly. Service

Providers shall prioritize consideration of applications received from eligible households if one of the following conditions exist: 1) the household income is at or below 50 percent of the area median; 2) one or more individuals within the household have been unemployed for the 90-day period preceding the application date.

Service Provider agrees to the following minimal obligations:

1. Enter application in Client Track (the Georgia Homeless Management Information System platform) in order to avoid duplicate applications and overpayments. If a tenant has received assistance from another of the current Service Providers under this program, the Service Provider shall refer the tenant back to the prior Service Provider for additional consideration.
2. Send a knowledgeable staff member or representative to Magistrate Court as requested by Magistrate Court staff to meet with parties and attempt to reach an agreeable resolution short of eviction and communicate with Magistrate Court staff in a timely manner.
3. Upon receipt of an application, Service Provider shall review the tenant's needs and initiate conversations with the landlord, utility provider (if applicable) and tenant to resolution of the matter. Documentation shall be gathered in accordance with requirements set forth in the Policy and Procedures.
4. Coordinate payment directly to the landlord and/or utility provider. The utility provider must agree to supply written proof of payment on behalf of the tenant.
5. Provide tenant documentation of all payments made on their behalf.
6. Meet all reporting and retention requirements.

Service Provider agrees to utilize uniform documents created for this program so that all Cobb applicants will experience a uniform process to the degree possible subject to their unique household circumstances.

D. Supplemental Guidance from the U.S. Department of Treasury

The U.S. Department of Treasury has stated that the guidance and reporting requirements for this program will be issued on a rolling basis throughout the year. Service Provider represents that it will become familiar with all guidance and will ensure that the ERA1 Re-allocation only be used for proper expenditures and in compliance with guidance as interpreted by Cobb.

E. Program Fees

The ERA1 Re-allocation shall be administered by Service Provider. Cobb intends to compensate Service Provider at a fee of 8% of the funds distributed. It is suggested that fee requests be made to Cobb Finance in conjunction with reimbursement requests, not more than once a week.

F. Reimbursement Basis / Fund Availability

The ERA1 Re-allocation shall be held by the county and Service Provider shall submit statements for all approved grants and fees.

These funds are generally available through December 29, 2022. Any funds not expended by December 29, 2022 shall be forfeited and no longer available for reimbursement.

In order to maintain continuity of the program but allow for the expenditure of funds prior to the federal deadline, only a portion of the total re-allocation will be initially allocated to Service Provider. The authority to re-allocate the remainder to all Service Providers, without further action required by the Cobb County Board of Commissioner, is delegated to the County Manager. When, in the County Manager's discretion, funds should be re-allocated, she shall provide written notice to the Finance Director. Cobb will notify the Service Provider. This does not change any other term or condition of the program.

G. Reporting

Service Provider agrees to participate in monthly status calls with the County Manager and appropriate staff, at a time convenient for all parties, to discuss distributions, any supplemental guidance, and any other pertinent topics.

Service Provider agrees to provide the Board of Commissioners status updates, as requested, during the period the funds remain, to include successes, challenges, funds disbursed, and number of households assisted.

Service Provider shall provide reporting information to Cobb within 5 business days of the end of the prior month for submission to the U.S. Department of Treasury. It is important to the continuation of the program that reporting be provided as requested. It is understood that reporting requirements are subject to change throughout the grant term. At the current time, the following information needs to be tracked:

1. address of the rental unit;
2. gender, race and ethnicity of the primary applicant for assistance for each type of assistance (rent, rental arrears, utilities and home energy costs, utilities/home energy costs arrears);
3. name, address, social security number, tax identification number or DUNS number of the landlord and utility providers, if any;
4. the number of unique households that completed and submitted an application for ERA assistance;
5. the number of eligible households that receive assistance from such payments;
6. the number of unique households that received their initial ERA assistance;
7. the acceptance rate of applicants for assistance;
8. amount and percentage of monthly rent and rental arrears covered by the ERA Allocation;
9. amount and percentage of separately stated utility and home energy costs and utility and home energy costs arrears covered by the ERA Allocation;
10. number of months of rental payments and number of months of utility or home energy cost payments for which the ERA1 Re-allocation is provided;
11. total amount of each type of assistance (rent, rental arrears, utilities and home energy costs, utility and home energy cost arrears);
12. amount of outstanding rental arrears for each household;

13. number of individuals in the household and household income level, with such information disaggregated for households with income that—
    a. does not exceed 30 percent of the area median income for the household;
    b. exceeds 30 percent but does not exceed 50 percent of the area median income for the household; and
    c. exceeds 50 percent but does not exceed 80 percent of area median income for the household;
14. gender, race, and ethnicity of the primary applicant for each income level.

H. Record Retention

Service Provider agrees to maintain records of all application materials, whether approved or denied, for a period of seven years and agrees to provide such records to Cobb upon request.

FUNDING

Cobb has received $40,000,000.00 of ERA1 Re-allocation funding which was accepted by Board of Commissioners on March 30, 2022. A portion of this amount has been allocated to Service Provider for disbursement pending proper reimbursement requests from Service Provider. The remainder is available for allocation after Service Provider expends all of its initial allocation. There is no guarantee that any additional funds will be allocated.

At this time, funding will be available from Cobb's Emergency Rental Assistance Fund as follows: $6,363,636.36 (contributions) and up to $509,090.91 (professional services). Both items being eligible expenditures substantially related to COVID-19.

DURATION

This MOU is at-will and may be modified by mutual consent of authorized officials from Cobb and Service Provider. This MOU shall become effective upon the signature by the authorized officials from Cobb and Service Provider and will remain in effect until modified or terminated by either party by mutual consent. In the absence of mutual agreement by the authorized officials, this MOU shall end on April 30, 2022 if not executed by the parties.

HOMEFREE – USA	COBB COUNTY, GEORGIA
See attached	See attached
By: ______________	By: Lisa N. Cupid
Title: ______________	Title: Chair, Cobb County Board of Commissioners

[Corporate Seal]

ATTEST: ____________________
County Clerk's Office

Service Provider agrees to maintain records of all application materials, whether approved or denied, for a period of seven years and agrees to provide such records to Cobb upon request.

FUNDING

Cobb has received $40,000,000.00 of ERA 1 Re-allocation funding which was accepted by Board of Commissioners on March 30, 2022. A portion of this amount has been allocated to Service Provider for disbursement pending proper reimbursement requests from Service Provider. The remainder is available for allocation after Service Provider expends all of its initial allocation. There is no guarantee that any additional funds will be allocated.

At this time, funding will be available from Cobb's Emergency Rental Assistance Fund as follows: $6,363,636.36 (contributions) and up to $509,090.91 (professional services). Both items being eligible expenditures substantially related to COVID-19.

DURATION

This MOU is at-will and may be modified by mutual consent of authorized officials from Cobb and Service Provider. This MOU shall become effective upon the signature by the authorized officials from Cobb and Service Provider and will remain in effect until modified or terminated by either party by mutual consent. In the absence of mutual agreement by the authorized officials, this MOU shall end on April 30, 2022 if not executed by the parties.

HOMEFREE - USA

By: JAMEY GRIFFIN
Title: COO

[Corporate Seal]

COBB COUNTY, GEORGIA

By: Lisa N. Cupid
Title: Chair, Cobb County Board of Commissioners

ATTEST: County Clerk's Office

APPROVED
PER MINUTES OF
COBB COUNTY
BOARD OF COMMISSIONERS
3/30/22

Reference No. 20388

Memorandum of Understanding

Between

Cobb County, Georgia

and

Sweetwater Mission, Inc.

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Cobb County, Georgia ("Cobb") and Sweetwater Mission, Inc. ("Service Provider") to administer emergency rental assistance under the Consolidated Appropriations Act, 2021 ("ERA1") as re-allocated to Cobb by the State of Georgia, approved by the Board in the current proposed amount of up to $6,363,636.36 plus fees, to be used to administer rental relief grants for Cobb County renters who have been adversely affected the Corona Virus Disease 2019 (COVID-19).

BACKGROUND

The World Health Organization declared COVID-19 a world health emergency and a global pandemic. A National Public Health Emergency was declared for the United States on March 13, 2020. Even as the American economy continues its recovery from the devasting impact of the pandemic, millions of Americans face deep rental debt and fear evictions with the loss of basic housing security.

To meet this need, two pieces of federal legislation, the Consolidated Appropriations Act, 2021, enacted on December 27, 2020, and the American Rescue Plan Act of 2021, enacted on March 11, 2021, included Emergency Rental Assistance funding.

Cobb County received $22,880,880.20 of ERA1 funding and successfully distributed all it. In addition, Cobb County received its first tranche of ERA2 in the amount of $7,241,827.84 and has expended over 95% of that funding. Because the State has not expended at least 65% of its ERA1 award, and in order to keep the funding within the State of Georgia, the Georgia Department of Community Affairs on behalf of the State voluntarily agreed to transfer to Cobb County $40,000,000.00 from its remaining ERA 1 award. This request has been approved by the Governor and the Department of the Treasury.

PURPOSE

In an effort to aid some of those tenants adversely affected by COVID-19, on March 30, 2022, the Board approved an allocation of emergency rental assistance in an amount of up to $6,363,636.36 plus fees (the "ERA1 Re-allocation"), to be administered by Service Provider for grants to help qualified renters who currently reside in single family homes, condos, attached homes, or apartments in Cobb County to pay their rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears, and other expenses related to housing to avoid a potential eviction.

A. Program Description

Payments under the ERA1 Re-allocation are to be provided to eligible households for housing costs that they are unable to meet as a result of COVID-19. Eligible households may receive up to 12 months of assistance, including the payment of:

1. rent;
2. rental arrears;
3. utilities and home energy costs; and
4. utilities and home energy costs arrears.

Telecommunication services (telephone, cable, internet) delivered to the rental dwelling are not considered to be utilities. Utilities that are covered by the landlord within rent will be treated as rent.

The payment of existing housing-related arrears that could result in eviction of an eligible household is prioritized. Assistance must be provided to reduce an eligible household's rental arrears before the household may receive assistance for future rent payments. Once a household's rental arrears are reduced, grantees may only commit to providing future assistance for up to three months at a time. Households may reapply for additional assistance at the end of the three-month period if needed and the overall time limit for assistance is not exceeded.

Assistance is available with respect to payments originally due beginning March 13, 2020.

An application for rental assistance may be submitted by either an eligible household or by a landlord on behalf of that eligible household. If the request is by the landlord, it should submit a completed Landlord Verification form. While the landlord may submit the application, the tenant must work directly with the Service Provider to ensure all necessary documentation is received.

Funds shall be paid directly to landlords and utility service providers.

B. Eligible Households

An "eligible household" is defined as a renter household in which at least one or more individuals meets the following criteria:

1. Qualifies for unemployment or has experienced a reduction in household income, incurred significant costs, or experienced a financial hardship due to COVID-19;
2. Demonstrates a risk of experiencing homelessness or housing instability; and
3. Has a household income at or below 80 percent of the area median.

A tenant must provide a written attestation of the reduction in household income, significant costs incurred, or financial hardship during or due to COVID-19 along with the documents supporting the hardship. It should also include language that the documentation provided is correct and complete.

Tenants must also demonstrate a risk of experiencing homelessness or housing instability which may include past due rent and utility notices and eviction notices, if any.

Household income is determined as either the household's total income for calendar year 2020 or the household's monthly income at the time of application. For household incomes determined using the latter method, income eligibility must be redetermined every 3 months. To verify income either of the following source documents shall be obtained:

1. For determining annual household income, a wage statements, interest statements, or unemployment compensation statements reflecting annual income for the household or a copy of the Form 1040 filed with the IRS for the household.;
2. For determining monthly income, a wage statement, interest statement of unemployment compensation statement for at least the two months prior to the application date. If the applicant qualifies based on monthly income, the household income must be reverified every three months for the duration of the assistance.

Service Providers must obtain, if available, a current lease, signed by the applicant and the landlord that identifies the unit where the applicant resides and establishes the rental payment amount. In the absence of a lease, evidence of amount of rental payment may include bank statements, check stubs, or other documentation that reasonably establishes a pattern of paying rent or a written attestation by a landlord who can be verified as the legitimate owner or management agent.

All payments for utilities and home energy costs should be supported by a bill, invoice, or evidence of payment to the provider of the utility or home energy service.

Rental assistance provided to an eligible household should not be duplicative of any other federally funded rental assistance provided to such household. ERA1 Re-allocation funds may not be applied to costs that have been or will be reimbursed under other federal assistance. If an eligible household receives a monthly federal subsidy (a Housing Choice Voucher, Public Housing, or Project-Based Rental Assistance) and the tenant rent is adjusted according to changes in income, the household may receive ERA1 Re-allocation funds for the tenant-owed portion of rent or utilities that is not subsidized.

C. Process Obligations

As of the date of approval of this ERA1 Re-allocation, Cobb is waiting for its next tranche of ERA2 funds. In the likely event that the two types of assistance are available to be expended contemporaneously, Service Provider agrees to review applications for COVID hardships and draw down on ERA1 Re-allocation funds before utilizing ERA2 funds. This is necessary as this ERA1 Re-allocation expires on December 29, 2022 and any unused funds must be returned to the Treasury; because the further in time from the actual outbreak of the pandemic, the more difficult it will be to show a COVID hardship; and because ERA2 funds remain available until September 25, 2025.

Service Provider shall review each application received in order to determine household eligibility. Tenants or landlords may be referred to or contact the Service Providers directly. Service

Providers shall prioritize consideration of applications received from eligible households if one of the following conditions exist: 1) the household income is at or below 50 percent of the area median; 2) one or more individuals within the household have been unemployed for the 90-day period preceding the application date.

Service Provider agrees to the following minimal obligations:

1. Enter application in Client Track (the Georgia Homeless Management Information System platform) in order to avoid duplicate applications and overpayments. If a tenant has received assistance from another of the current Service Providers under this program, the Service Provider shall refer the tenant back to the prior Service Provider for additional consideration.
2. Send a knowledgeable staff member or representative to Magistrate Court as requested by Magistrate Court staff to meet with parties and attempt to reach an agreeable resolution short of eviction and communicate with Magistrate Court staff in a timely manner.
3. Upon receipt of an application, Service Provider shall review the tenant's needs and initiate conversations with the landlord, utility provider (if applicable) and tenant to resolution of the matter. Documentation shall be gathered in accordance with requirements set forth in the Policy and Procedures.
4. Coordinate payment directly to the landlord and/or utility provider. The utility provider must agree to supply written proof of payment on behalf of the tenant.
5. Provide tenant documentation of all payments made on their behalf.
6. Meet all reporting and retention requirements.

Service Provider agrees to utilize uniform documents created for this program so that all Cobb applicants will experience a uniform process to the degree possible subject to their unique household circumstances.

D. Supplemental Guidance from the U.S. Department of Treasury

The U.S. Department of Treasury has stated that the guidance and reporting requirements for this program will be issued on a rolling basis throughout the year. Service Provider represents that it will become familiar with all guidance and will ensure that the ERA1 Re-allocation only be used for proper expenditures and in compliance with guidance as interpreted by Cobb.

E. Program Fees

The ERA1 Re-allocation shall be administered by Service Provider. Cobb intends to compensate Service Provider at a fee of 8% of the funds distributed. It is suggested that fee requests be made to Cobb Finance in conjunction with reimbursement requests, not more than once a week.

F. Reimbursement Basis / Fund Availability

The ERA1 Re-allocation shall be held by the county and Service Provider shall submit statements for all approved grants and fees.

These funds are generally available through December 29, 2022. Any funds not expended by December 29, 2022 shall be forfeited and no longer available for reimbursement.

In order to maintain continuity of the program but allow for the expenditure of funds prior to the federal deadline, only a portion of the total re-allocation will be initially allocated to Service Provider. The authority to re-allocate the remainder to all Service Providers, without further action required by the Cobb County Board of Commissioner, is delegated to the County Manager. When, in the County Manager's discretion, funds should be re-allocated, she shall provide written notice to the Finance Director. Cobb will notify the Service Provider. This does not change any other term or condition of the program.

G. Reporting

Service Provider agrees to participate in monthly status calls with the County Manager and appropriate staff, at a time convenient for all parties, to discuss distributions, any supplemental guidance, and any other pertinent topics.

Service Provider agrees to provide the Board of Commissioners status updates, as requested, during the period the funds remain, to include successes, challenges, funds disbursed, and number of households assisted.

Service Provider shall provide reporting information to Cobb within 5 business days of the end of the prior month for submission to the U.S. Department of Treasury. It is important to the continuation of the program that reporting be provided as requested. It is understood that reporting requirements are subject to change throughout the grant term. At the current time, the following information needs to be tracked:

1. address of the rental unit;
2. gender, race and ethnicity of the primary applicant for assistance for each type of assistance (rent, rental arrears, utilities and home energy costs, utilities/home energy costs arrears);
3. name, address, social security number, tax identification number or DUNS number of the landlord and utility providers, if any;
4. the number of unique households that completed and submitted an application for ERA assistance;
5. the number of eligible households that receive assistance from such payments;
6. the number of unique households that received their initial ERA assistance;
7. the acceptance rate of applicants for assistance;
8. amount and percentage of monthly rent and rental arrears covered by the ERA Allocation;
9. amount and percentage of separately stated utility and home energy costs and utility and home energy costs arrears covered by the ERA Allocation;
10. number of months of rental payments and number of months of utility or home energy cost payments for which the ERA1 Re-allocation is provided;
11. total amount of each type of assistance (rent, rental arrears, utilities and home energy costs, utility and home energy cost arrears);
12. amount of outstanding rental arrears for each household;

13. number of individuals in the household and household income level, with such information disaggregated for households with income that—
    a. does not exceed 30 percent of the area median income for the household;
    b. exceeds 30 percent but does not exceed 50 percent of the area median income for the household; and
    c. exceeds 50 percent but does not exceed 80 percent of area median income for the household;
14. gender, race, and ethnicity of the primary applicant for each income level.

H. Record Retention

Service Provider agrees to maintain records of all application materials, whether approved or denied, for a period of seven years and agrees to provide such records to Cobb upon request.

FUNDING

Cobb has received $40,000,000.00 of ERA1 Re-allocation funding which was accepted by Board of Commissioners on March 30, 2022. A portion of this amount has been allocated to Service Provider for disbursement pending proper reimbursement requests from Service Provider. The remainder is available for allocation after Service Provider expends all of its initial allocation. There is no guarantee that any additional funds will be allocated.

At this time, funding will be available from Cobb's Emergency Rental Assistance Fund as follows: $6,363,636.36 (contributions) and up to $509,090.91 (professional services). Both items being eligible expenditures substantially related to COVID-19.

DURATION

This MOU is at-will and may be modified by mutual consent of authorized officials from Cobb and Service Provider. This MOU shall become effective upon the signature by the authorized officials from Cobb and Service Provider and will remain in effect until modified or terminated by either party by mutual consent. In the absence of mutual agreement by the authorized officials, this MOU shall end on April 30, 2022 if not executed by the parties.

SWEETWATER MISSION, INC.	COBB COUNTY, GEORGIA
See attached	See attached
By: ______	By: Lisa N. Cupid
Title: ______	Title: Chair, Cobb County Board of Commissioners

[Corporate Seal]

ATTEST: ______________
County Clerk's Office

9. amount and percentage of separately stated utility and home energy costs and utility and home energy costs arrears covered by the ERA Allocation;
10. number of months of rental payments and number of months of utility or home energy cost payments for which the ERA1 Re-allocation is provided;
11. total amount of each type of assistance (rent, rental arrears, utilities and home energy costs, utility and home energy cost arrears);
12. amount of outstanding rental arrears for each household;
13. number of individuals in the household and household income level, with such information disaggregated for households with income that—
    a. does not exceed 30 percent of the area median income for the household;
    b. exceeds 30 percent but does not exceed 50 percent of the area median income for the household; and
    c. exceeds 50 percent but does not exceed 80 percent of area median income for the household;
14. gender, race, and ethnicity of the primary applicant for each income level.

H. Record Retention

Service Provider agrees to maintain records of all application materials, whether approved or denied, for a period of seven years and agrees to provide such records to Cobb upon request.

FUNDING

Cobb has received $40,000,000.00 of ERA1 Re-allocation funding which was accepted by Board of Commissioners on March 30, 2022. A portion of this amount has been allocated to Service Provider for disbursement pending proper reimbursement requests from Service Provider. The remainder is available for allocation after Service Provider expends all of its initial allocation. There is no guarantee that any additional funds will be allocated.

At this time, funding will be available from Cobb's Emergency Rental Assistance Fund as follows: $6,363,636.36 (contributions) and up to $509,090.91 (professional services). Both items being eligible expenditures substantially related to COVID-19.

DURATION

This MOU is at-will and may be modified by mutual consent of authorized officials from Cobb and Service Provider. This MOU shall become effective upon the signature by the authorized officials from Cobb and Service Provider and will remain in effect until modified or terminated by either party by mutual consent. In the absence of mutual agreement by the authorized officials, this MOU shall end on April 30, 2022 if not executed by the parties.

SWEETWATER MISSION, INC.

Pat Soden

By: PAT SODEN

COBB COUNTY, GEORGIA

By: Lisa N. Cupid

COBB COUNTY GEORGIA BOARD OF COMMISSIONERS 1832

APPROVED
PER MINUTES OF
COBB COUNTY
BOARD OF COMMISSIONERS
3/30/22

Title: EXECUTIVE DIRECTOR

Title: Chair, Cobb County Board of Commissioners

[Corporate Seal]

ATTEST: [signature]
County Clerk's Office