

By: Finance Department
Adopted: September 14, 2020
Yes: Burney, Graham, Harvey, Ledford, Velock
No: None
Absent: None
Clerk's Note: Seat A Vacant

**City of Wasilla
Resolution Serial No. 20-32**

A Resolution Of The Wasilla City Council Approving The City Of Wasilla COVID-19 Housing Relief Program In The Amount Of \$720,000, With Alaska Housing Finance Corporation As Subgrantee, And Transferring Funds Within An Accounting Fund In The Amount of \$720,000 To Fund The Program.

WHEREAS, through Resolution Serial No. 20-24 and Ordinance Serial No. 20-28, the City of Wasilla (City) accepted \$18,690,897.67 for Coronavirus relief funds through the Alaska Department of Commerce, Community, and Economic Development for costs that are for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); and

WHEREAS, through Phase I, the City offered Small Business and Personal Protective grants from July 14, 2020, through July 31, 2020, with a total of \$703,479 expended; and

WHEREAS, through Phase II, the City offered Small Business and Personal Protective grants from August 18, 2020, through September 4, 2020, with a total of \$591,995 expended as of September 2, 2020; and

WHEREAS, the City wishes to provide a COVID-19 Housing Relief Program using Alaska Housing Finance Corporation as a subgrantee in the amount of \$720,000 to provide further support to the community of Wasilla.

NOW, THEREFORE, BE IT RESOLVED, that the Wasilla City Council approves the COVID-19 Housing Relief Program for the period of September 1, 2020, through December 15, 2020, and directs Administration to administer the grant program; and further authorizes the transfer of funds within an accounting fund to the following account:

110-4181-499-45-19 Housing Relief Program	\$720,000
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BE IT FURTHER RESOLVED, that the source of funds is as follows:

110-4181-499-45-18 City Resiliency and Recovery \$720,000

ADOPTED by the Wasilla City Council on September 14, 2020.



Bert L. Cottle, Mayor

[SEAL]

ATTEST:






Jamie Newman, MMC, City Clerk

**City of Wasilla
Legislative Staff Report
Resolution Serial No. 20-32**

A Resolution Of The Wasilla City Council Approving The City Of Wasilla COVID-19 Housing Relief Program In The Amount Of \$720,000, With Alaska Housing Finance Corporation As Subgrantee, And Transferring Funds Within An Accounting Fund In The Amount of \$720,000 To Fund The Program.

Originator: Troy Tankersley, Finance Director
Date: 9/2/2020

Agenda of: 9/14/2020

Route to:	Department Head	Signature	Date
X	Finance Director		9-3-20
X	Deputy Administrator		9/3/2020
X	City Clerk		9/3/2020
X	Mayor		9/3/2020

Fiscal Impact: yes or no

Account name/number: 110-4181-499-45-19 Housing Relief Program

Attachments: Resolution Serial No. 20-32 (2 pages)
Subgrant Agreement, City of Wasilla
COVID-19 Housing Relief Program (2 pages)
Alaska Housing Finance Corporation, City of Wasilla Housing Relief (2 pages)

Summary Statement: This resolution proposes a COVID-19 Housing Relief Program in the amount of \$720,000, using Alaska Housing Finance Corporation as a subgrantee.

The offering is for the period of September 1, 2020, through December 15, 2020 (four months) with the following eligibility:

- 1) All households served will have a demonstrated income loss attributable to the COVID-19 pandemic that occurred on or after March 11, 2020.
- 2) Up to \$1,200 per month of Wasilla Housing Relief will be available to qualified applicants for a maximum of four months.
 - a. Wasilla Housing Relief can cover September to December 2020 mortgage or rent payments for a residence located in the City of Wasilla.
 - b. Households assisted will receive the lesser of
 - i. \$1,200 in monthly assistance; or
 - ii. The monthly reduction in household income attributable to COVID-19 on or after March 11, 2020.
- 3) Households served through the Wasilla Housing Relief will have an annualized income at or below \$76,640 (80% of the Area Median Income for Wasilla).
 - c. Annualized household income will be based on the household's earnings after the COVID-19 income reduction.
 - d. Annualized household income will not be adjusted by household size.
 - e. Annualized household income will be based on:
 - i. Verbal certification of pre and post COVID-19 income, or
 - ii. Recertification of post COVID-19 income for households previously served through the Alaska Housing Relief program.

Resolution Serial No. 20-32 amends the FY2021 budget by transferring \$720,000 from the City Resiliency and Recovery account to a new account referenced as the Housing Relief Program.

This grant funding is offered through the Alaska Department of Commerce, Community, and Economic Development grant through the adoption of Resolution Serial No. 20-24, accepting \$18M of Coronavirus relief funds specifically for costs that are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) on June 8, 2020; and Ordinance Serial No. 20-28, appropriating Coronavirus relief funds on July 13, 2020.

Proposed Action: Adopt Resolution Serial No. 20-32

**SUBGRANT AGREEMENT
CITY OF WASILLA
COVID-19 Housing Relief Program**

1. In accepting this City of Wasilla COVID-19 Relief Grant in the amount of **\$720,000**, Alaska Housing Finance Corporation (“Subgrantee”) agrees:
 - 1.1 To undertake the work described in the Scope of Work attached hereto and to administer the grant funds in accordance therewith.
 - 1.2 Not to seek or receive additional Federal funds for the same expenditures incurred in connection with this grant.
 - 1.3 To spend grant funds only on federally allowable expenses occurring within the period between 9/1/2020 and 12/15/2020.

2. The funds awarded by the City of Wasilla originate from the CARES Act, granted to the City of Wasilla by the State of Alaska pursuant that certain Coronavirus Relief Fund Grant Agreement, Grant Agreement No. 20-CRF-194 (“State Agreement”).
 - 2.1 These funds are subject to Office of Management and Budget (OMB) circulars governing administrative requirements, allowable costs, and audit requirements. It is Subgrantee’s responsibility to fully understand and comply with 2 CFR part 200, which may be found at www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.
 - 2.2 Subgrantee, pursuant to Article 13 of the State Agreement, binds itself, and shall bind any subcontractor, to each and every applicable State Agreement provision; provided, however, that the State of Alaska Division of Community and Regional Affairs has advised, as of September 1, 2020, that subcontracts with AHFC to provide housing assistance program services on behalf of a municipality do not require AHFC to provide the indemnification otherwise required by Article 2 of the State Agreement. Accordingly, the parties understand and agree that AHFC does not bind itself to, or assume the obligations set forth in, Article 2 of the State Agreement. The State of Alaska is not liable for damages or claims from damages arising from any subcontractor’s performance or activities under the terms of the subcontracts.

3. Subgrantee further agrees to:
 - 3.1 Keep fiscal records for a period of three years beyond submission of the final reports and allow the City, through any authorized representative, access to and the right to exam all records related to the grant.
 - 3.2 Inform the City if at any time during the period of performance of the grant that Subgrantee become debarred from Federal Procurement Programs or Non-Procurement Programs”, in accordance with Executive Orders 12549 and 12689, “Debarment and Suspension”. The OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement) contained in Subpart C of 2 CFR Parts 180 and 3369 apply to this award.

- 3.3 Maintain current registration with the System for Award Management (SAM.gov) during the performance of the grant.
- 3.4 Return all unexpended funds to the City by December 15, 2020.
- 3.5 By December 15, 2020, Subgrantee is to furnish to the City a final report that contains.
 - .1 A summary of how the funds were spent (staff salaries, payroll taxes, employee benefits, facility expenses, and program costs);
 - .2 Affirmation that the organization did not seek or receive additional Federal funds for the same expenditures incurred in connection with this grant:
 - .3 Affirmation that Subgrantee complied with all requirements of the 2 CFR 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards;
 - .4 Affirmation that Subgrantee did not use grant funds for lobbying, fundraising, the purchase of alcoholic beverages, the purchase, construction, or renovation of land or facilities or other unallowable costs (see 2 CFR 200, Subpart E - Cost Principles).
- 4. By signing this form, Subgrantee is certifying that Subgrantee is not listed on the General Service Administration's (GSA) "list of parties excluded from Federal Procurement Programs or Non-Procurement Programs", in accordance with Executive Orders 12549 and 12689, "Debarment and Suspension".
- 5. If City determines that Subgrantee has failed to comply with the terms and conditions of this subgrant agreement, the City may terminate for cause. The subgrant agreement may also be terminated by mutual consent of the City and Subgrantee or at Subgrantee's request. If the City terminates the agreement:
 - 5.1 Subgrantee will be provided with 30 days written notice of termination and will be consulted about the intended termination by the City. This termination will not affect any commitments Subgrantee made prior to the date of termination. If there is disagreement as to when these commitments were made, the judgment of the City will prevail.
 - 5.2 Subgrantee must furnish the City with an itemized accounting of funds spent, owed, and left over in the subgrant within 60 days of the termination date.
 - 5.3 Subgrantee must return any money that is left over from the subgrant within 30 days to the City.

CITY OF WASILLA

ALASKA HOUSING FINANCE CORPORATION

Bert L. Cottle
 Mayor
 Date:

«AHFC Official»
 Date:

**CITY OF WASILLA
HOUSING RELIEF**

Program Budget
\$720,000

General Description

Alaska Housing Finance Corporation and the City of Wasilla (“the Parties”) have expressed interest in collaborating to continue providing housing relief to homeowners and renters adversely affected by the COVID-19 pandemic.

In an effort to leverage the information and programmatic framework currently in place and still operational from the Alaska Housing Relief program, the Parties have expressed a desire to build upon the existing Alaska Housing Relief program for the City of Wasilla through an expanded application round unique to Wasilla that also extends existing program’s duration.

Purpose

To provide Rental and Mortgage assistance for residents of Wasilla adversely impacted by the COVID-19 pandemic.

Population to be Served

- 1) Qualified households for the Alaska Housing Relief program who reside in the City of Wasilla, plus
- 2) New applications received from the Wasilla only application round.

Eligibility

- 1) All households served will have a demonstrated income loss attributable to the COVID-19 pandemic that occurred on or after March 11, 2020.
- 2) Up to \$1,200 per month of Wasilla Housing Relief will be available to qualified applicants for a maximum of four months.
 - a. Wasilla Housing Relief can cover September to December 2020 mortgage or rent payments for a residence located in the City of Wasilla.
 - b. Households assisted will receive the lesser of
 - i. \$1,200 in monthly assistance; or
 - ii. The monthly reduction in household income attributable to COVID-19 on or after March 11, 2020.
- 3) Households served through the Wasilla Housing Relief will have an annualized income at or below \$76,640 (80% of the Area Median Income for Wasilla).
 - c. Annualized household income will be based on the household’s earnings after the COVID-19 income reduction.

- d. Annualized household income will not be adjusted by household size.
- e. Annualized household income will be based on:
 - i. Verbal certification of pre and post COVID-19 income, or
 - ii. Recertification of post COVID-19 income for households previously served through the Alaska Housing Relief program.

AHFC Responsibilities

- 1) AHFC will set up the online application system for the Wasilla Housing Relief.
- 2) AHFC will review the list of applications and remove households already served through AHFC's public housing division. These households have access to AHFC's "Safety Net" program and do not require Wasilla Housing Relief.
- 3) AHFC will utilize a nonprofit service provider to process the applications and payments. This service provider will be a grantee of AHFC and subrecipient of the funding.
- 4) AHFC will provide grant management and oversight for the nonprofit sub-recipient.
- 5) AHFC will ensure that the subrecipient performs the following tasks:
 - a. Confirms income eligibility for assisted households; and
 - b. Verifies the identity of the applicant households; and
 - c. Verifies the lease or mortgage documentation, and income, to ensure the assistance provided does not exceed programmatic limits; and
 - d. Collects the tax id information for the Landlord or Mortgagor; and
 - e. Pays the landlord or mortgagee on behalf of the applicant household.
- 6) AHFC shall provide the City, between November 16 and November 30, AHFC's written estimate of the amount of funds that will remain unspent as of December 15, 2020, the close of the subgrant expenditure period.

City of Wasilla Responsibilities

- 1) Work with AHFC to review the online application system for Wasilla Housing Relief.
- 2) Establish parameters for the application queue based on funds available and requests.
- 3) Subgrant the budgeted funding to Alaska Housing Finance Corporation.

Fees

- 1) Alaska Housing Finance Corporation will perform the assigned responsibilities at no cost to the City of Wasilla for the initial duration of the Wasilla Housing Relief.
- 2) Alaska Housing Finance Corporation will provide any administrative support to the nonprofit sub-recipient necessary to perform the responsibilities outlined in this scope.