

### THIRD AMENDATORY AGREEMENT

THIS THIRD AMENDATORY AGREEMENT (the “Amendment”) is made and entered into by and between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **BROTHERS REDEVELOPMENT, INC.**, a Colorado nonprofit corporation, whose address is 2250 Eaton Street, Garden Level B, Denver, Colorado 80214 (the “Contractor”), collectively the “Parties.”

#### RECITALS:

**A.** The Parties entered into an agreement on January 31, 2019 for the City to provide funding to the Contractor and the for the Contractor to utilize the funding for administration of the Temporary Rental/Utility Assistance Program (the “Agreement”); and

**B.** The Parties entered into a First Amendatory Agreement (the “First Amendment”) on January 24, 2020 to amend the scope of services and budget, extend the term, increase the maximum contract amount, and modify other terms of the Agreement; and

**C.** The Parties entered into a Second Amendatory Agreement (the “Second Amendment”) on July 15, 2020 to revise the scope of services and budget; and

**D.** The Parties desire to further amend the Agreement to revise the scope of services and budget, increase the maximum contract amount, and extend the term.

**NOW THEREFORE**, in consideration of the premises and the Parties’ mutual covenants and obligations, the Parties agree as follows:

1. Exhibit A-2 of Agreement, as amended by the First Amendment and Second Amendment, is replaced with Exhibit A-3 attached to this Amendment. The updated Scope of Services marked as Exhibit A-3, attached hereto and incorporated herein by this reference, supersedes and replaces Exhibit A-2.

2. Section 3 of the Agreement, as amended by the First Amendment and Second Amendment, entitled “**TERM**” is amended to read as follows:

“The term of this Agreement shall commence on January 1, 2019 and shall terminate on March 31, 2021, unless extended in accordance with the terms of this Agreement (the “Term”). Subject to the Executive Director’s prior

written authorization, the Contractor shall complete any work in progress as of the expiration date of the Term of the Agreement will extend until the work is completed or earlier terminated by the Executive Director.”

3. Subsection 4.d. of the Agreement, as amended by the First Amendment and Second Amendment, entitled “**Maximum Contract Amount**” is amended to read as follows:

“(1) Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **TWO MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS and NO/100 (\$2,250,000.000)** (the “Maximum Contract Amount”). The City is not obligated to execute an Agreement or any amendments for any further services, including any services performed by Contractor beyond that specifically described in **Exhibit A-3**. Any services performed beyond those in **Exhibit A-3** are performed at Contractor’s own risk and without authorization under the Agreement.

(2) The City’s payment obligation, whether direct or contingent, extends only to funds appropriated by the Denver City Council, paid into the Treasury of the City, and encumbered for the purpose of the Agreement. Funds will be released to the Contractor in accordance with the budget and other requirements set forth in **Exhibits A-3 and B**. The Parties agree that (i) the City does not by this Agreement irrevocably pledge present cash reserves for payment or performance in future fiscal years, and (ii) this Agreement is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of the City.”

4. Except as herein amended, the Agreement continues in effect, and is affirmed and ratified in each and every particular.

5. This Amendment will not be effective or binding on the City until it has been fully executed by all required signatories of the City and County of Denver, and if required by Charter, approved by the City Council.

**[SIGNATURE PAGES AND EXHIBITS TO FOLLOW]**

**Contract Control Number:** HOST-202056648-03 / ALF 201846944-03  
**Contractor Name:** BROTHERS REDEVELOPMENT, INC.

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of:

**SEAL**

**CITY AND COUNTY OF DENVER:**

**ATTEST:**

By:

\_\_\_\_\_

\_\_\_\_\_

**APPROVED AS TO FORM:**

**REGISTERED AND COUNTERSIGNED:**

Attorney for the City and County of Denver

By:

By:

\_\_\_\_\_

\_\_\_\_\_

By:

\_\_\_\_\_

**Contract Control Number:**  
**Contractor Name:**

HOST-202056648-03 / ALF 201846944-03  
BROTHERS REDEVELOPMENT, INC.

DocuSigned by:  
*Jeff Martinez*  
8A0221C31D8A4BF...

By: \_\_\_\_\_

Jeff Martinez

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_ President  
(please print)

ATTEST: [if required]

By: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_  
(please print)

EXHIBIT A-3  
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**SCOPE OF SERVICES**

**DEPARTMENT OF HOUSING STABILITY**

**ACTIVITY NAME: Temporary Rental & Utility Assistance (TRUA) Program**

**I. INTRODUCTION**

**Period of Performance Start and End Dates:** January 1, 2019 – March 31, 2021

**Project Description:**

The purpose of this contract agreement is to provide an *Affordable Housing Fund Award* for \$2,250,000 through the Department of Housing Stability (HOST). These funds will be provided to *Brothers Redevelopment, Inc* to be utilized for administration of the Temporary Rental & Utility Assistance (TRUA) program. Brothers will provide housing rental assistance and utility assistance to eligible households in the City and County of Denver. The program is designed to mitigate displacement by assisting low- and moderate-income residents experiencing a housing crisis maintain stability. This award is not for Research and Development (R&D).

**Funding Source: Amount:**  
 Affordable Housing Fund \$ 2,250,000

**Proposed Number of outcomes:** Approximately 1,230 rental assistance payments and 388 in utility (water and energy) assistance payments; 985 unduplicated households

This projection is based on the following assumptions:

Eligible Activity	Amount Requested	Estimated cost/hh	Proposed Number
Rental Assistance	\$1,720,000	\$1,400	1,230
Utility (water and energy) Assistance	\$155,000	\$400	388
Estimated number of unduplicated households served			<b>985</b>

**Organization:** Brothers Redevelopment, Inc.

**EIN#:** 84-0615347

**DUNS#:** 078354792

**Address:** 2250 Eaton St, Garden Level B, Edgewater, CO 80214-1276

**Contact Person:** Jeff Martinez

**Phone:** 303-685-4222

**Email:** jeff@brothersredevelopment.org

**Organization Type:**

Non-Profit  For-Profit  Individual  Partnership  Corporation  Publicly Owned  Other

**Council District(s):**

**Target Zip Codes):**

80227, 80219, 80221,  
80211, 80210, 80212,  
80209, 80223, 80236,  
80202, 80216,  
80110, 80204, 80235,  
80123.

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Project/activity located in a Target Area:  Yes  No  
If yes, indicate type:  Local Target Area  Strategy Area (NRSA)  CDFI  Other

This program is a citywide program to all low- and moderate-income individuals in Denver. Brothers is responsible for administering the program to residents living in the afore mentioned zip codes. Brothers may serve additional zip codes as long as they are determined to be in the City and County of Denver.

Program income (of any type, e.g., fees) will be generated by this activity.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Contract will be funding architectural, engineering or other project soft cost.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, final project be completed within 24 months.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Purpose of this activity is to:		
Help prevent homelessness	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Help the homeless	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Help those with HIV/AIDS	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Primarily help persons with disabilities	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

## II. ACTIVITY DESCRIPTION

**Description of Activity:** The funds are to support low- and moderate-income residents in the City and County of Denver by maintaining housing stability due to economic pressures, unsafe housing conditions or a potential eviction, with the ultimate goal of mitigating displacement. Program funds will be used to provide rental and utility assistance to eligible residents in the City and County of Denver as detailed below.

### Activity Requirements:

**Rental Assistance (RA): Brothers Redevelopment will provide rental assistance to eligible households for a period of up to 6 months in a 24-month period depending upon need. The program is designed to mitigate displacement by assisting low- and moderate-income residents experiencing a housing crisis maintain stability.**

- i. The participant must provide evidence of tenancy via a lease, 10-Day Rent Demand and/or Rent Ledger reflecting the participant's name or other evidence of residency at the current residence within the City and County of Denver boundaries. If there is no formal lease, evidence of residency at the current residence may be provided in lieu of the lease and include demonstrated regular payments to the owner of the property or a signed Affidavit by the lessee that the property is the participant's primary residence.
- ii. Program assistance must be provided according to Fair Housing requirements that protect citizens from discrimination on the basis of race, color, religion or creed, national origin, ancestry, age, sex, gender, sexual orientation, gender identity or gender expression, marital or familial status, military status or physical or mental disability.
- iii. The participant must demonstrate a current financial or other housing crisis to be eligible for financial assistance, which may include but is not limited to a notice of rent increase that will make existing housing unaffordable to the participant, evidence of uninhabitable living conditions such as a notice of public health violations or a past due notice.
- iv. **Assistance will not exceed 6 months within a 24-month period.** Assistance up to the maximum of 6 months in a 24-month period does not need to be continuous, but in the event that a household is seeking sporadic assistance, the assistance must be provided to assist a household experiencing a unique housing crisis. For example, a household receiving two months of rental assistance in January and February while seeking alternative housing during a crisis may be eligible for assistance later in the same calendar year in the event that they are experiencing a separate but demonstrable housing crisis.
- v. Assistance may include deposit assistance and first month's rent if Brothers Redevelopment is unable to help mitigate involuntary displacement from current residence. To receive deposit and/or first month's rent, the following criteria must be met:

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1. Cannot have been displaced from City and County of Denver residence for more than 30 days.
2. Must provide proof of involuntary displacement (eviction, domestic violence, hazardous conditions, landlord refusing to renew lease, etc).
3. Must be approved for a unit in the City and County of Denver.
4. Security deposit/first month's rent payment will be made to the individual/vendor where the funds are due on behalf of clients.
- vi. Brothers Redevelopment will process rental payments for eligible participant households who are deemed eligible for the program.
- vii. Payment requests will be delivered from Brothers Redevelopment to the individual/vendor where the funds are due on behalf of clients.
- viii. Brothers Redevelopment will determine rent assistance amount based on documented income loss. For example, if the presented hardship was loss of hours at work, the households will only be eligible for rental assistance equal to wages lost.
- ix. Rental assistance is not intended to provide perpetual assistance beyond the 6-month maximum as outlined in the program guidelines. Assistance is intended to benefit participants who are not able to meet their monthly housing expenses due to unexpected situations.

**Utility Assistance (UA): Brothers Redevelopment will provide utility assistance to eligible households for a period of up to 2 occurrences within a 24-month period. The assistance is designed to mitigate displacement and prevent utility services from being disconnected by assisting low and moderate-income residents experiencing a housing crisis maintain stability. This program provides UA in the form of water, electric, gas assistance for renters and homeowners.**

- i. The participant must provide evidence of residency at the current residence within the City and County of Denver boundaries via a lease, Denver Property Taxation and Assessment System, deed of trust, or mortgage reflecting the participant's name or alternative evidence of residency in accordance with the program guidelines. The residence must be the participants primary residence. To be eligible for utility assistance, homeowners/renters must provide proof of ownership/residency for the property in which they reside.
- ii. Program assistance must be provided according to Fair Housing requirements that protect citizens from discrimination on the basis race, color, religion or creed, national origin, ancestry, age, sex, gender, sexual orientation, gender identity or gender expression, marital or familial status, military status or physical or mental disability.
- iii. The participant must demonstrate need in the form of a disconnection notice or past due bill.
- iv. **Assistance will not exceed 2 occurrences totaling no more than \$1,200 within a 24-month period.**
- v. Water and energy may be paid separately.
- vi. Brothers Redevelopment will process utility payments for eligible participant households who are deemed eligible for the program.
- vii. Payment requests will be delivered from the Brothers Redevelopment to the vendor where the funds are due on behalf of clients.
- viii. Utility assistance is not intended to provide perpetual assistance. Assistance is intended to benefit participants who are not able to meet their monthly housing expenses due to unexpected situations.

**Administrative Costs: The intended purpose of the program is to provide direct financial housing assistance. The administrative budget shall encompass cost related to administering the program (e.g., financial audit/accounting, program management, data/reporting, personnel, supplies).**

Eligible Administrative Costs include but are not limited to:

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- a. Accounting for the use of grant funds (issuing administrative salary and direct cost checks, etc.)
- b. Preparing reports for submission to HOST
- c. Staff salaries associated with these administrative costs
- d. Training for staff who will administer the program or navigators who will serve program participants, as long as this training is directly related to learning about TRUA

**III. PROGRAM RESPONSIBILITIES**

**Contractor Intake Process Requirement**

Contractor must provide an initial consultation and eligibility assessment with a case manager or other authorized representative to determine TRUA eligibility and the type, level, and duration of assistance for each program participant. Eligibility assessments, even when the client did not receive financial assistance, must be documented and kept in a client file. If a client was determined to be ineligible for program assistance, the reason for denial should be included as part of the client file.

1. Contractor will:
  - a. Maintain well-developed internal policies that address the administration of the program.
  - b. Assess each client to determine appropriate resources and services to eliminate housing related barriers.
  - c. Refer clients with housing barriers to appropriate resources.
  - d. Maintain well-developed partnerships with other service and housing providers, agencies, and local governments.
  - e. Work with each client in a culturally appropriate way.
  - f. Have a process in place to refer individuals and families that are ineligible for this program to the appropriate resources or service provider that can assist them.
2. Client intake forms should include, at a minimum:
  - a. Name and contact information of applicant
  - b. Address including zip code
  - c. Income and assets of all household members over the age of 18 who are applying for assistance
  - d. Statement of hardship
  - e. Demographic information needed for contract reporting requirements
  - f. Utility/company account information (if applicable)
  - g. Landlord contact information (if applicable)

**Documentation Requirement**

Contractor must maintain adequate and easily identifiable documentation to determine the eligibility of program participants served. Documentation must demonstrate activities and expenses that are:

- Allowable
- Reasonable
- Defensible

Contractor must:

1. Verify and document eligibility prior to providing TRUA
2. Maintain documentation in participant case file.

Minimum acceptable types of documentation, in order of preference:

1. Written third party
2. Oral third-party



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3. Applicant self-declaration via an Affidavit

Determining Acceptable Level of Documentation:

1. Contractor must make every effort to achieve the highest standard that is reasonable
2. Contractor must document reasons when using lower standard of documentation.

**Payment Process Requirement**

- i. Brothers Redevelopment will receive, review, and approve signed requests that contain all the information needed to determine eligibility and determine that the amount requested is allowed under established guidelines as noted in the participant eligibility above.
- ii. Brothers will require a proof of payment or signed form from the landlord/vendor for each payment made in accordance with these program guidelines. Proof of payment for each payment made will be included as part of the client file. Proof of payment may include: rent receipt form (provided to landlord from BRI) an account ledger and organization bank records showing payment has posted/check has been cashed. BRI will make every attempt to obtain proof of payment from landlord, however will not be held responsible if landlord chooses not to return proof of payment form.
- iii. Once approved, checks will be issued as quickly as possible. No checks are to be made out to the participant. Checks will be made out to each individual (vs. companies/utilities) only after the individual has been identified through City property records as the owner of the property where the participant lives.
- iv. Maintain financial assistance records and notify HOST if the request does not fit the established guidelines.
- v. Provide HOST with monthly financial data summarizing the financial assistance provided to each participant to avoid disallowed assistance. In all cases, assistance will be paid directly to the owner, vendor or management company providing the housing/utilities.
- vi. Brothers must submit invoices with back up documentation on each of the payments. Expenses eligible for reimbursement may only be incurred January 1, 2019 through March 31, 2021.

**Client Requirements:**

1. **Proof of Residency for Renters-** The participant must provide evidence of tenancy via a lease, 10-Day Rent Demand and/or Rent Ledger reflecting the participant's name or other evidence of residency at the current residence within the City and County of Denver boundaries. If there is no formal lease, evidence of residency at the current residence may be provided in lieu of the lease and include demonstrated regular payments to the owner of the property or a signed Affidavit by the lessee that the property is the participant's primary residence.
2. **Proof of Residency for Homeowners** - The participant must provide evidence of residency via Denver Property Taxation and Assessment System, a deed of trust or mortgage reflecting the participant's name or other evidence of residency at the current residence within the City and County of Denver boundaries.
3. **Proof of Income** – For the purposes of this contract, the participant household must be low to moderate income, with household income defined as at or below the current HUD 80% Area Median Income (AMI) as provided and updated annually here: <https://www.huduser.gov/portal/datasets/il.html>.

Written proof of income may include the following:

- Pay stubs (wages, salary, armed forces income)
- Proof of unemployment application
- Certification of Zero Income

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- State or benefit notice
- Court order (alimony, child support)
- Federal or state tax return
- Dividend interest statement
- Other written verification of income:
  - o Name of income source, and applicant name
  - o Income amount and frequency
  - o Contact information for authorized income source representative
  - o Signed and dated by authorized income source representative

Self-declaration (only if written verification cannot be obtained) of income:

- a. Self-declaration of income is acceptable **ONLY** in very limited circumstances. A self-declaration must be clearly documented in the case file, including all attempts to obtain third party verification and a signed Affidavit that the declared income is accurate. Self-declared cases will be monitored closely for compliance with program requirements.

**4. Verification of Need**

The participant must have a verifiable documentation of need as outlined in each program area. Contractor will be responsible for determining that the participant meets the eligibility requirements and will maintain participant financial assistance records.

- The household must meet the following circumstances:
  - o No appropriate subsequent housing options have been identified;
  - o The household lacks the financial resources to obtain immediate housing or remain in its existing housing;
  - o The household lacks the support networks needed to obtain immediate housing or remain in its existing housing.

5. **Identification** – The applicant must provide identification as required by City policies and ordinances.

**Ineligible Activities:**

Ineligible program, activities include:

- Assistance to individuals or households with income exceeding 80% of AMI. For the purpose of this contract, we will use the income limits as published by HUD, as provided and updated annually here: <https://www.huduser.gov/portal/datasets/il.html>
- Mortgage costs including payment, fees, taxes and refinancing expenses
- Direct legal services
- Other costs such as credit card bills or other consumer debt, car repair or other transportation costs, travel, food, medical and dental care and medicines, clothing and grooming, home furnishings, pet care, entertainment activities, work or education related materials
- Direct cash assistance to program participants

**Confidentiality Requirement**

Agencies will agree to ensure the confidentiality of the name and any other information regarding individuals assisted under this grant. Information on the client receiving assistance is confidential and must be maintained in a manner that guarantees confidentiality, as required by law. The Agencies shall provide any and all participant data as requested by the City in compliance with any and all applicable laws.

**EXHIBIT A-3**  
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**Implementation Plan and Timeline**

The following table outlines the implementation plan and timelines for this contract.

<b>Task</b>	<b>Projected Beginning &amp; End Dates</b>
Provide UA program services to eligible households	Jan 1, 2019- March 31, 2021
Provide RA program services to eligible households	Jan 1, 2019- March 31, 2021
Provide monthly reports	Monthly by the 15 <sup>th</sup>

**Objective & Outcome**

**Objective**

Provide temporary financial assistance for low and moderate income resident households of Denver experiencing a housing crisis including economic pressures, unsafe housing conditions or a potential eviction including economic pressures, unsafe housing conditions or a potential eviction.

**Outcome**

Mitigate the displacement of low and moderate income residents of Denver.

**III. Budget**

Please refer to the Cost Allocation Plan and budget narrative for a detailed estimated description and allocation of funds. Organization receives income from operations.  Yes  No If Yes, describe:  
Non-personnel costs are being funded.  Yes  No

**IV. Reporting**

Data collection is required and must be completed demonstrating income eligibility and progress toward meeting the proposed number of outcomes contained in this Scope of Services.

**If the Contractor completes the project and all money is drawn, a final report will be submitted indicating “final report” and no further reports are required.**

Contractor will email the following report to the Program Specialist:

TRUA Performance Report

Frequency:

Monthly by the 15<sup>th</sup> day

The information reported must include progress toward meeting the proposed number of outcomes and participant demographic information as outlined on the TRUA Performance Report.

**V. HIPAA/HITECH (Business Associate Terms)****1. GENERAL PROVISIONS AND RECITALS**

1.01 The parties agree that the terms used, but not otherwise defined below, shall have the same meaning given to such terms under the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the

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HITECH Act"), and their implementing regulations at 45 CFR Parts 160 and 164 ("the HIPAA regulations") as they exist or may hereafter be amended.

1.02 The parties agree that a business associate relationship (as described in 45 CFR §160.103) under HIPAA, the HITECH Act, and the HIPAA regulations arises between the CONTRACTOR and the CITY to the extent that CONTRACTOR performs, or delegates to subcontractors to perform, functions or activities on behalf of CITY.

1.03 CITY wishes to disclose to CONTRACTOR certain information, some of which may constitute Protected Health Information ("PHI") as defined below, to be used or disclosed in the course of providing services and activities.

1.04 The parties intend to protect the privacy and provide for the security of PHI that may be created, received, maintained, transmitted, used, or disclosed pursuant to the Agreement in compliance with the applicable standards, implementation specifications, and requirements of HIPAA, the HITECH Act, and the HIPAA regulations as they exist or may hereafter be amended.

1.05 The parties understand and acknowledge that HIPAA, the HITECH Act, and the HIPAA regulations do not pre-empt any state statutes, rules, or regulations that impose more stringent requirements with respect to privacy of PHI.

1.06 The parties understand that the HIPAA Privacy and Security rules apply to the CONTRACTOR in the same manner as they apply to a covered entity. CONTRACTOR agrees to comply at all times with the terms of this Agreement and the applicable standards, implementation specifications, and requirements of the Privacy and the Security rules, as they exist or may hereafter be amended, with respect to PHI.



**BRI – TRUA Budget Narrative**

This budget is based on the information available at the time of contracting, the Department of Housing Stability (HOST) will reimburse based on actual expenditures not to exceed the line item budget without prior approval from HOST.

**A. Personnel:****Name/Position Computation Cost**

Housing Counselor (MG—Left TRUA in 2019)

YEAR 1	\$43,000 x 70%	\$30,310
YEAR 2	No longer employed with Brothers Redevelopment	\$0

*Conducts TRUA Budget Workshops and intensive one-on-one budget appointments with return TRUA clients.*

TRUA Administrator (RT—Left TRUA in February 2020)

YEAR 1	\$36,800 X 100% of time spent on project =	\$36,800
YEAR 2	\$41,200 x 14.668665% of time spent on project =	\$6,043.49

*Creates files, point of contact for clients, property managers, collects source documentation. Processes rental assistance cases. Refers clients to any outside agencies and attends housing education and outreach activities.*

Receptionist (LA—Left TRUA in June 2020)

YEAR 1	\$36,400 x 18.5% of time spent on project =	\$6,735
YEAR 2	\$39,250 x 12.74% of time spent on project =	\$5,374.55

*Directs all incoming TRUA calls to CHC Helpline, coordinates check pick-up and mail-out, distributes TRUA checks, facilitates walk-in appointments*

Senior Bilingual TRUA Administrator (AR)

YEAR 1	\$32,000 x 100% of time spent on project =	\$32,000
YEAR 2	\$44,000 x 96.5909% of time spent on project =	\$42,500
YEAR 2 EXTENSION	\$45,320 x 25% of time on project =	\$11,330

*Creates files, point of contact for clients, property managers, collects source documentation. Processes rental assistance cases. Refers clients to any outside agencies and attends housing education and outreach activities.*

TRUA Administrator (JS)

YEAR 1		\$0
YEAR 2	\$41,500 x 83.61% of time spent on project	\$34,700
YEAR 2 EXTENSION	\$42,745 x 25% of time spent on project	\$10,686.25

*Creates files, point of contact for clients, property managers, collects source documentation. Processes rental assistance cases. Refers clients to any outside agencies and attends housing education and outreach activities.*

Bilingual TRUA Administrator (LG)

YEAR 1	\$37,500 x 12% of time spent on project =	\$7,500
YEAR 2	\$41,600 x 93.75% of time spent on project =	\$39,000
YEAR 2 EXTENSION	\$42,848 x 25% of time spent on project =	\$10,712

*Fields all incoming TRUA calls, conducts eligibility screening and Conducts TRUA one-on-one budget appointments with return TRUA clients.*

Housing Coordinator (PN)

YEAR 1	\$48,760 x 25% of time spent on project =	\$12,190
YEAR 2	\$61,000 x 27.459% of time spent on project =	\$16,750
YEAR 2 EXTENSION	Patrick will no longer work on TRUA starting 01/01/2021	

Oversees Housing Navigator (LG), provides case supervision, completes monthly reports, program development

Project Administrator (AB)

YEAR 1 \$53,000 x 41.91509% of time spent on project = \$22,215

YEAR 2 \$58,300 x 89.1938% of time spent on project = \$50,147.41

*Provides case supervision, data tracking, tracking all UA and RA payments to landlords and/or utility service providers, preparing and submitting invoices, program development, filing, etc.*

**TOTAL PERSONNEL COST: \$374,993.70**

**C. Office Expenses:**

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Mailing TRUA Applications	\$0.50 x 12.6	\$6.30
<b>TOTAL SUPPLIES COSTS:</b>		<b><u>\$6.30</u></b>

**Y. Rental Assistance: \$1,720,000**

Rent to be paid directly to the owner of housing unit.

**Z. Utility Assistance: \$155,000**

**Total Amount Requested from OED: \$2,250,000**