

Memorandum

Date: February 11, 2021
To: Champaign County Regional Planning Commission
From: Elizabeth Murphy
RE: FY21 Budget Amendment

I request approval of a budget amendment to accommodate receipt of new federal grant funding. Detailed revenue and expense lines are as follows:

Fund 075 – General Operating Fund		Department 899 – Emergency Rental Assistance
INCREASED REVENUE		
332.40 – U.S. Department of the Treasury		\$6,215.623
INCREASED APPROPRIATIONS		
511.03 Regular Full-Time Employees	\$ 500,000	
522.02 Office Supplies	5,000	
522.06 Postage, UPS, Fed Ex	3,000	
522.15 Gasoline & Oil	1,500	
522.44 Equipment Less Than \$5,000	20,000	
533.07 Professional Services	10,000	
533.12 Job-Required Travel	7,663	
533.29 Computer/IT Services	30,000	
533.33 Telephone Services	7,500	
533.40 Automotive Maintenance	2,500	
533.42 Equipment Maintenance	1,500	
533.70 Legal Notices, Advertising	15,000	
533.84 Business Meals, Expenses	5,000	
533.85 Photocopy Services	5,500	
533.95 Conferences & Training	5,000	
534.38 Emergency Shelter & Utilities	5,594,060	
534.44 Stipend	2,400	
INCREASED APPROPRIATION		\$6,215,623

Reason for Amendment - ERA

The Department of Treasury's Emergency Rental Assistance program makes available \$25 billion nationwide to assist renter households that are unable to pay rent and utilities due to the COVID-19 pandemic. The Regional Planning Commission will administer the \$6.2M dollars allocated to serve renters in Champaign County. The program will prioritize payment of existing housing-related arrears that could result in eviction of an eligible household, plus an additional 3 months if grant funds are available and it is determined the extra months are needed to ensure housing stability. Assistance will address arrears in rent and utilities (power, water, sewer). Rental assistance provided to an eligible household should not be duplicative of any other federally funded rental assistance provided to such household. An "eligible household" is defined as a renter household in which at least one or more individuals meets the following criteria:

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

Eligible households with the following factors must be prioritized for assistance:

- Household includes an individual who has been unemployed for the 90 days prior to application for assistance, and
- Households with income at or below 50 percent of the area median.

Not less than 90 percent of awarded funds must be used for direct financial assistance. Remaining funds are available for program and administrative costs.

Program administration includes eligibility determination, monitoring, and oversight responsibilities. Grantees are required to collect from households and retain records on the following:

- Address of the rental unit,
- Name, address, social security number, tax identification number or DUNS number, as applicable, for landlord and utility provider,
- Amount and percentage of monthly rent covered by ERA assistance,
- Amount and percentage of separately-stated utility and home energy costs covered by ERA assistance,
- Total amount of each type of assistance (i.e., rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears) provided to each household,
- Amount of outstanding rental arrears for each household,
- Number of months of rental payments and number of months of utility or home energy cost payments for which ERA assistance is provided,
- Household income and number of individuals in the household, and
- Gender, race, and ethnicity for the primary applicant for assistance

Grantees should also collect information as to the number of applications received in order to be able to report to Treasury the acceptance rate of applicants for assistance.