

# Training #2 CRF Guidance: Rent/Mortgage Assistance and More



# Our Thanks to the Florida Housing Catalyst Program



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**AFFORDABLE HOUSING CATALYST PROGRAM**

Sponsored by the Florida Housing  
Finance Corporation



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# Presenters

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# CRF Technical Assistance available

- Ten webinars
- Eleven virtual site visits
- Offsite hours: calls and emails
- Add to list of Frequently Asked Questions
- Answers provided have been reviewed by FHFC



THE FLORIDA HOUSING COALITION



# FHC CARES Office Hours

- August 6: CARES Act Office from 1:30-2:30 pm Eastern time. 'Every other Thursday'
- Questions, answers, and practical tips for deployment of CARES Act funding
- Focused on housing and homelessness uses of CARES Act funding, including ESG-CV, CDBG-CV, and CRF.
- Register:  
<https://attendee.gotowebinar.com/rt/5533310267441757968>

# Applicants are Calling – Update SHIP Contact

- Local government staff: update contact information through the annual report portal at: <https://apps.floridahousing.org/StandAlone/SHIPAnnualReporting/>
- Provide CRF specific contact and information
- Call Center reports top needs of callers:
  - Rent – 61%
  - Mortgage payments – 24%
  - Emergency repairs – 1%,
  - Utility payments – 1%,
  - Not Given/Other – 13%

# The Subrecipient Agreement

- **HANDOUT: Technical Guidance on four items in the CRF Subrecipient Agreement**
  1. Definition of Eligible Housing
  2. Project Delivery Costs
  3. Advertisement of funding availability
  4. Allowable property tax payments
- Agreement's federal requirements: Davis Bacon, Contractor Debarment, Security of Data
- Sign and send back the agreement
  - If signing is delayed: approve the second payment of CRF as well

# Receiving CRF Funds

- Track and Report CRF separate from SHIP
- You do not need a whole separate account
- Second payment: How much of 1st payment spent, encumbered?
- Can I reimburse with the second payment?



Florida Housing Finance Corporation

# CORONAVIRUS RELIEF FUND

## Marketing and Media Information and Protocols

Florida Housing Finance Corporation's (Florida Housing) Press Secretary and External Affairs Team handles coordination of marketing/outreach and public relations for the Coronavirus Relief Fund (CRF). This includes, but is not limited to, responsibilities listed below.

- I. Toll-Free Information Line (Call Center)
- II. Public Inquiries to the Corporation
- III. Marketing and Social Media Outreach
- IV. Media Relations

# Media Protocol

## I. Toll-Free Information Line (Call Center) and Public Inquiries

Florida Housing has set up a toll-free information line for impacted homeowners and renters to call. Florida Housing's External Affairs staff will receive and handle applicant/consumer inquiries from both the Coronavirus Relief Fund toll-free call center [1-888-362-7885] and from the "Contact Us" option available on our website.

## II. Marketing and Social Media Outreach

Marketing and Social Media Outreach of the CRF program is performed by Florida Housing and local government SHIP offices throughout the state. Please be sure you are using consistent messaging on the program as Florida Housing. If you have questions on the messaging and/or need graphics for social media posts, please contact Taylore Maxey, press secretary, at [taylore.maxey@floridahousing.org](mailto:taylore.maxey@floridahousing.org).

## III. Media Relations

The official spokesperson for the CRF Program is Taylore Maxey, Florida Housing's press secretary. Should a local government SHIP office be contacted by the media pertaining to the CRF program about the following:

- For interview requests with a representative from your office; or
- For interview requests for an applicant/homeowner

Please reach out to Taylore Maxey at Florida Housing to keep her in the loop to ensure we are all consistent with messaging. For any and all marketing and media questions, do not hesitate to reach out to Taylore Maxey. She can be reached at [taylore.maxey@floridahousing.org](mailto:taylore.maxey@floridahousing.org).

# POLL

## What CRF strategies do you plan to use?

- Rental and utility assistance ONLY (includes eviction prevention)
- Mortgage payments and utility assistance ONLY (includes foreclosure prevention)
- Emergency repair of housing ONLY
- Rental/Mortgage/Utility assistance
- Rental/Mortgage AND Emergency repair of housing

# Contracting Out Work

HANDOUT: "CRF LG Subgrantee Agreement"

## CORONAVIRUS RELIEF FUND (CRF) SUB-GRANTEE AGREEMENT

**THIS FUNDING AGREEMENT** ("Agreement") is entered between \_\_\_\_\_ ("Sub-Grantee"), a public/private non-profit/for-profit corporation operating under the laws of the State of Florida, whose corporate headquarters' mailing address is \_\_\_\_\_, and \_\_\_\_\_ ("LG"), a political subdivision organized under the laws of the State of Florida. Upon execution by both parties, this Contract shall become effective as of the date the last party signs ("Effective Date").

# Documents in a CRF File

- HANDBOUT: Updated Forms
- Income compliance and proof of eligibility: **Self-Certification** of income/hardship, **CRF Application**, Fill out an **Income Certification Form** based on information from these documents.
- Document Homeownership: **Collect one of these items:** Warranty Deed, Homestead Exemption, Quit-Claim Deed, Tax Records, Long-term Lease, Life Estate
- Household: **Identification for all household members**, including driver license, birth certificate, utility bill, voter's registration, school record of permanent residence,

# More CRF File Documents

- Use of FEMA: this relates to other sources that could also provide aid. Each applicant signs the **Duplication of Benefits form**
- Inspections: Relevant documents for emergency repair like **mold remediation** or **wood destroying organisms report** and also a **certificate of occupancy**
- Payments: **Contact information** for the landlord, mortgage company and /or utility company, which might include a lease, monthly mortgage statement, or utility bill. **Copies of checks** for CRF assistance provided

# Priority use of CRF: Reimburse SHIP Expenses back to March 1

- Examples of Reimbursement:
  - Rent and Utility Assistance
  - Mortgage and Utility Assistance
  - Admin expenses associated with these
- Document that recipients have a COVID hardship: unemployment, underemployment



# Once SHIP is Reimbursed, when must it be expended?

- This is tracked as program income received in the 20/21 fiscal year
- Funds must be:
  - Encumbered by June 30, 2022
  - Expended by June 30, 2023
- Upcoming Training for City/County Finance staff related to Reimbursements



# Reimburse versus Replace

- SHIP funds may be **reimbursed** up until the CRF December deadline
- More common approach: Funds that are encumbered with SHIP can be **replaced** by CRF
  - This is not reimbursement. Instead SHIP funds are freed up and remain in fiscal year in which they were allocated.

# SHIP Reimbursement and the Annual Report

Reimbursement is like any program income that comes from repayment of assistance

If CRF reimburses 17/18 SHIP funds:

1. Include rent or mortgage assistance on the closeout 17/18
  - This is first time SHIP funds were expended
2. Reimbursed SHIP funds are reported as program income revenue on 20/21 report
3. Funds reported as expended on 20/21 for something new
  - This is second time SHIP funds were expended

# Tracking and Reporting

- CRF DATA spreadsheet in development
- CRF monthly activities report starting October 1

CRF Assistance for Homeownership and Rental

Applicant Information				Demographic Information						
Last Name	Street Address	City	Zip	City/ Unincorporated	Structure Type	Income Category	Age HoH	Family Size	Race HoH	Special Needs

# Rent Assistance

- Consider establishing local policy: continue assistance for one or two months after recovery from hardship
- Consider setting a large maximum award

# CRF Funds Frequently Asked Questions

**Handout: Updated FAQ**

**Do we look at the SHIP rent limits to confirm the affordability of an applicant's rent?**

Rent limits and mortgage affordability tests do not apply. While they are not a requirement, a local government could decide to take affordability into account when offering or prioritizing assistance.

# Rental Assistance: Mobile Homes

## Technical Guidance Handout:

- Eligible Housing definition referencing pre-1994 Mobile Homes does not stop you from providing rent or mortgage payment assistance
- Best practice: Review to determine that the home is not substandard
- Do not repair mobile homes build before mid-1994

# Rental Assistance FAQ: Utilities

**CRF may pay Water, Sewer, Trash, Electricity, Gas, Internet, Phone, Cable, similar services**

“A local government cannot use CRF funds to replace lost revenue directly, but a local government can provide assistance to an eligible applicant to pay utility bills to continue essential services.”

**Can utility assistance be provided without paying rent?**

A main goal of the program is to prevent eviction and keep Floridians stably housed. If only paying utilities will not protect the tenant or property owner from eviction, then assistance should not be provided.

# Rental Assistance FAQ: Hotel

## **Can local governments assist with rent for persons living in hotels or motels?**

Local governments should use CRF funds to assist eligible applicants to move into a rental unit by:

- Paying move-in costs (e.g., security deposit)
- Providing rent payments through December 30, 2020



# Rental Assistance FAQ

## **Help applicant living in housing authority or subsidized apartments?**

Generally, yes

No, if an applicant lives in a FHFC-portfolio development that is receiving assistance through other FHFC CRF resources. Contact management agent to avoid duplicate benefits

# Mortgage Assistance

**Breaking  
News**

Technical Guidance from FHFC July 28, 2020.

- **Item # 4 Guidance:** *According to US Treasury guidance regarding the payment of property taxes, exceptions may be made in the case of assistance designed to prevent foreclosures.*
- You can pay PITI to assist a household impacted by COVID-19 and prevent foreclosure
- Directly pay the mortgage company, not applicant

# Mobile Homes



“Eligible Housing” means any real and personal property located within the county or eligible municipality which is designed and intended for the primary purpose of providing decent, safe, and sanitary residential units that are designed to meet the standards of the Florida Building Code or previous building codes adopted under Chapter 553, Fla. Stat., or manufactured housing constructed after June 1994 and installed in accordance with the installation standards for mobile or manufactured homes contained in rules of the Department of Highway Safety and Motor Vehicles, for home ownership or rental for Eligible Persons as designated by Subrecipient.

**Technical Guidance provided by FHFC dated July 28, 2020.**

**Item # 1 Guidance: The Eligible Housing definition reference to the June 1994 restriction on assisting manufactured housing is not meant to restrict a local government from providing rental/mortgage assistance to a resident of a manufactured or mobile home that was constructed prior to June 1994 as long as no funds are being used to repair the unit. It is also advisable in these situations that the local government review and determine that the home in question is not substandard.**

# Rehabilitation Work

We completed several rehabilitation projects in March. Can CRF reimburse for these costs if we document that a recipient has a COVID-related hardship?

- **No, if the rehabilitation work was regularly budgeted and planned for as housing assistance, CRF funds cannot reimburse those costs. If the project was already budgeted with SHIP, it was not provided because a homeowner could not afford needed repairs due to a COVID hardship. Instead, the most likely reimbursable expenses are for rent and mortgage assistance granted due to a COVID hardship.**

# Value Limits

If we are doing emergency repairs, what is the maximum home value? Is it the same as regular SHIP program?

- **There are no value limits tied to these funds. A local government can establish limits if they choose.**

# Emergency Repairs

How would you verify a COVID hardship for emergency repairs?

- **The applicant would need to verify their loss of income/employment and provide evidence that repairs are needed. FHFC is leaving that mostly up to local governments to determine.**
- Have the applicant get 3 estimates to expedite the process
- Review the additional requirements in “L” of the agreement which includes “debarment and suspension” related to contractors

# Administrative Expenses

- 10% of the amounts expended for administrative cost
- Can be part of the funds reimbursed
- Based on funds expended – **Must be tracked**
- Can be used to purchase equipment such as computers and printers to work remotely
- Follow federal procurement procedures

# Project Delivery

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Item #2: Use of Project Delivery Costs (Page 3, C. 4.) clarified:

- Expenditure of Funds by Subrecipient: CRF funds shall be Expended by Subrecipient for the following:
  - a. Direct CRF Administrative Expenditures and Project Delivery Costs incurred on or after March 1, 2020 in an amount no more than a cumulative 10 percent of CRF funds incurred by Subrecipient, a consultant to Subrecipient, and/or a Sub-Grantee. CRF funds shall not be used to pay for Administrative Expenditures and Project Delivery Costs incurred prior to March 1, 2020.

## Technical Guidance provided by FHFC dated July 28, 2020

- Item #2 Guidance: The use of Project Delivery Costs as defined in B. 9 of the CRF subrecipient agreement is **separate** and above the 10% cap on administrative fees. Project delivery costs can only be paid to individuals or entities that provide services directly related to assisting eligible CRF applicants that cannot or is not being performed by local government staff that whose salaries are derived from the administrative fees. The reasonable cost of project delivery costs is **5% or less**. Keeping these costs as low as possible allows you to serve more applicants with program funds.



# Technical Assistance is Available

Available Daily: **1 (800) 677-4548**

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THE FLORIDA HO



# Questions and Answers

Please complete Evaluation

