**Memorandum**

TO: Local Governments participating in Coronavirus Relief Funds (CRF-2)

FROM: Robert Dearduff, Assistant Director of Special Programs

SUBJECT: Technical Guidance on Coronavirus Relief Fund (CRF-2)

DATE: July 28, 2020

**Item #1:** Definition of Eligible Housing (Page 2, B. 3.) clarified:

“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.

***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 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.*

**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:

* 1. 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.

***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.*

**Item #3:** Advertisement of funding availability (Page 3, C. 6.) clarified:

Advertisement of Availability of Funds: CRF funding availability shall be advertised by Subrecipient in both a newspaper of general circulation and, where available, periodicals serving racially, ethnically and income diverse neighborhoods, at least 10 days before the beginning of the application period. This 10-day period does not prevent assistance to applicants that have already applied and been determined eligible prior to the application period. At a minimum, the advertisement shall contain:

1. The amount of funds projected to be received from the state for the fiscal year(s).
2. The beginning and ending date of the application period;
3. The name of the contact person and other pertinent information where applicants may apply for assistance (phone number, address, email, and hours of operation);

***Item # 3 Guidance:*** *With the need to make the CRF funds available as soon as possible, the advertising requirement may also be met through the use of the local government’s website and social media accounts that are available to the public. Local governments that were already using SHIP funds for similar uses do not need to wait the 10-day period before taking applications.*

**Item #4:** Allowable property tax payments (Page 5, F.) clarified:

Allowable Mortgage Payments: Mortgage payment assistance may be awarded to eligible applicants. This may include principle and interest, insurance, and homeowner association fees. Real Estate taxes paid to a government entity are not eligible.

***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.*