

Eviction and Foreclosure Prevention

Program Terms/Scope of Work

Contract Term:

Upon contract execution by the parties through December 30, 2020, or such later date that the CARES Act grant funding expires (“Term”). The Term may be extended upon the mutual agreement of the parties.

Maximum Indebtedness/City Funds: \$5,300,000

Scope of Services/Use of Funds:

Funds are being provided from the City of Jacksonville (City) to The Jacksonville Bar Association, Inc. (JBA) through funding the City has received from the U.S. Treasury pursuant to the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. The funds will be used by JBA to provide grants to individuals, families, and small businesses to assist with eviction and foreclosure prevention due to the impending eviction and foreclosure crisis that is expected from related moratoriums on such actions that have expired. JBA will provide all services required to implement the Eviction and Foreclosure Prevention Program on behalf of the City, which includes, but is not limited to, purchasing the necessary software, technology and equipment for application and payment processing, staffing, supplies, and all payments to grant recipients and vendors as necessary. JBA will be required to provide a monthly report to City with disbursement amounts, cost expenditures, number of clients served and other information as required by City.

Disbursements:

COJ will provide the total maximum contract amount to JBA (\$5,300,000) upon execution of the contract, and JBA is permitted to deduct the Administrative Costs outlined on Attachment B (the “Program Budget”) from the maximum contract amount as the costs are incurred, but JBA must provide COJ with a report for such expenses billed along with the monthly reports together with supporting documentation. JBA may transfer between Administrative Costs line items so long as the Administrative Costs does not exceed \$180,000. Additionally, JBA shall provide COJ with a full financial report no later than January 31, 2021 that details all expenditures so that COJ may verify that all funds have been expended, or if not expended, JBA shall return any unexpended funds with its final financial report so that COJ may return said unexpended funds to the U.S. Treasury.

Separate Bank Accounts Required:

JBA agrees to maintain a separate bank account or separate budgetary accounting system so that JBA’s receipt and disbursement of City funds can be accurately and adequately determined by reference to the bank statements or books of accounts, as applicable, regarding the City Funds.

Indemnity/Insurance: To be approved by the City’s Risk Management Division.

CARES Act Requirements and other applicable laws: JBA agrees to comply with all applicable CARES Act grant requirements, including the audit requirements attached hereto as Attachment C, and other applicable laws regarding the City funds.

Program Budget

A.		Personnel Services	
	1.	Salaries & Benefits	100,000.00
B.		Operating Expenditures	
	1.	Professional Services	0.00
	2.	Software and Technology expenses	75,000.00
	3.	Supplies (pens, paper, folders, labels, etc.)	5,000.00
		Total Administrative Costs (may not exceed 10% of maximum contract amount)	\$180,000.00
C.	1.	Direct Services (Rent/Mortgage Payments)	\$5,120,000
		TOTAL PROGRAM FUNDS	\$5,300,000