

### **Exhibit 3**

#### **United Way of Northeast Florida, Inc. Scope of Services and Budget**

**Contract Term:**

Upon contract execution by the parties through December 30, 2021, or such later date that the Act grant funding expires (“Term”). The Term may be extended upon the mutual agreement of the parties.

**Maximum Indebtedness/City Funds:** \$23,820,070.08

**Scope of Services/Use of Funds:**

Funds are being provided from the City of Jacksonville (the “City”) to United Way of Northeast Florida, Inc. (the “Contractor”) through funding the City has received from the U.S. Department of Treasury pursuant to Section 501 of Division N of the Consolidated Appropriations Act, 2021 Pub. L. No. 116-260 (December 27, 2020) (the “Consolidated Appropriations Act”). Contractor (directly and through its applicable subcontracts with partners) will distribute the funds for emergency rent assistance to eligible households in Duval County through its 2-1-1 Program. Contractor will provide all services required to implement, oversee, administer and manage distribution of the emergency rent assistance funds 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. Contractor will be required to provide a monthly report to the City with disbursement amounts to Contractor’s partners for administrative expenses and to eligible households for rental assistance, cost expenditures, number of clients served and other information as required by the City.

**Disbursements:**

The City will provide the total maximum contract amount to Contractor (\$23,820,070.08) within five (5) business days of the City’s execution of the contract, and Contractor is permitted to deduct the Administrative Costs outlined on the Program Budget from the maximum contract amount as the costs are incurred, but Contractor must provide the City with a report for such expenses billed along with the monthly reports together with supporting documentation. Contractor may transfer between Administrative Costs line items so long as the Administrative Costs do not exceed \$1,786,505.08. Additionally, Contractor shall provide the City with a full financial report no later than March 15, 2022 (except in the event of an extension of the Term after December 31, 2021, in which event such date shall be seventy-five (75) days from the end of the Term) that details all expenditures of funds received by the Contractor from the City hereunder (the “City Funds”) so that the City may verify that all funds have been expended, or if not expended, Contractor shall return any unexpended funds with its final financial report so that the City may return said unexpended funds to the U.S. Department of Treasury.

**Separate Bank Accounts Required:**

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

**Consolidated Appropriations Act requirements and other applicable laws:** Contractor agrees to comply with all applicable Consolidated Appropriations Act requirements, including the audit and reporting

requirements attached to/included in this Agreement, and other applicable laws regarding the City Funds.

Data Collection/Records Retention

Contractor shall, at a minimum, collect information from each applicant/household 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
- Amount and percentage of monthly rent covered by City Funds
- Total amount of each type of assistance (*i.e.*, rent, rental arrears) provided to each household
- Amount of outstanding rental arrears for each household
- Number of months of rental payments for which City Funds are provided
- Household income and number of individuals in the household
- Gender, race, and ethnicity for the primary applicant for assistance; and
- Any other information required to be collected by the U.S. Department of Treasury, as provided in writing to the Contractor by the City.

Contractor shall also collect information as to the number of applications received so the City may determine the acceptance rate for applicants for assistance. All information described above shall be included in the monthly reports submitted to the City pursuant to the terms of the Agreement.

**Budget**

A.		Direct Services (Emergency Rent Assistance Payments)	\$22,033,565.00
B.		Administrative Costs (may not exceed 7.5% of maximum contract amount)	\$1,786,505.08
		<b>TOTAL</b>	<b>\$23,820,070.08</b>