

**MEMORANDUM OF UNDERSTANDING**

**Between Pinellas County and The City of St. Petersburg**

**Emergency Rental Assistance Program**

This Memorandum of Understanding (hereinafter "Agreement") is made and by and between Pinellas County, hereinafter referred to as "County", and the City of St. Petersburg, hereinafter referred to as "City", this 16 day of March, 2022, and provides as follows.

WHEREAS, the County received \$21,428,218.80 and the City received \$8,012,455.90 of emergency rental assistance funds (ERA1) under the Consolidated Appropriations Act, 2021; and

WHEREAS, the County received \$24,395,835.40 and the City received \$6,339,881.40 of additional emergency rental assistance funds (ERA2) from the American Rescue Plan Act of 2021 (ERA2); and

WHEREAS, ERA1 and ERA2 funds may be used to assist households that are unable to pay rent and utilities due to the COVID-19 pandemic; and

WHEREAS, the County and City closely coordinated and implemented Emergency Rental Assistance Programs (ERAP) together on March 31, 2021; and

WHEREAS, the County and the City entered into separate agreements with Tetra Tech Inc to provide emergency rental assistance program administration; and

WHEREAS, the City has expended all ERA1 funds and will expend all ERA2 funds on or before March 31, 2022; and

WHEREAS, the County has expended all ERA1 funds and has a remaining balance of ERA2 funds available for ERAP; and

WHEREAS, the City has requested the County expand the County ERAP to include income-eligible households located within the City of St. Petersburg geographical boundaries of Pinellas County that are at risk of experiencing homelessness or housing instability due to the COVID-19 pandemic; and

WHEREAS, the County has agreed to expand the ERAP to the geographical boundaries of Pinellas County; and

WHEREAS, the City has agreed to provide city staff for the review of all applications submitted by residents of the city at no cost to the County.

NOW, THEREFORE, in consideration of the mutual performance of the promises and covenants contained herein, the parties agree as follows:

I. Roles and Responsibilities:

- a. COUNTY will

i. Expand the County ERAP eligible geographic area to the boundaries of Pinellas County including the municipality of St. Petersburg and provide rental assistance funding for eligible households as defined in the County ERAP program guidelines and procedures.

ii. Coordinate with City staff to provide continuous program availability to City residents until budgeted County ERA2 funds are expended.

iii. Make final approval of applications for County funds.

iv. Maintain separate agreement with Tetra Tech for the review and processing of the expanded County ERAP applications and use of Neighborly software.

v. Provide City staff working to support the County ERAP with access to the Neighborly Software Portal.

vii. Maintain responsibility and oversight of County ERAP and related funding decisions.

viii. Provide City staff with monthly progress reports of city residents served and anticipated time frame for program completion.

b. City will

i. Provide trained and experience staff to accurately and expeditiously review ERAP applications processed by Tetra Tech for all applicants residing in the municipal area of St. Petersburg. Applications shall be reviewed for completeness and all program eligibility requirements. Incomplete or erroneous applications shall be returned to Tetra Tech with clear documentation of outstanding issues. Applications must be reviewed within seven (7) business days of receipt from Tetra Tech. Support provided is intended to supplement, not replace functions of Tetra Tech.

ii. Provide training and/or technical assistance to any new or additional City staff members assigned to work on the County ERAP.

iii. Provide direct oversight of their own staff and the use of applicant data by their staff members for the sole purpose of supporting the County ERAP.

iv. Provide the County with a list of staff that need access to the Neighborly Software Portal to support the County ERAP.

v. Provide funding for all City staff costs.

vi. Comply with all ERAP, and other federal and state privacy and data security laws.

vii. To the extent permitted by law, the City will indemnify and hold harmless, pay on behalf of, defend the County and pay the costs of defense of the County, its officers, employees and agents from and against all claims, damages, losses and expenses, arising out of or resulting from the actions of City staff working within the County ERAP. Nothing herein shall be construed as a waiver of sovereign immunity by either party. Nothing herein shall be construed as consent by the City to be sued by third parties in any matter arising out of this Agreement.

II. Term: This Agreement will become valid and binding upon proper execution by all parties. The term will continue until such time that all budgeted County ERA2 funding is fully expended, or this Agreement is otherwise amended or terminated. This Agreement may be terminated by any party for any reason whatsoever upon thirty (30) days written notice. Said notice shall be delivered in person, or by email, regular mail or delivery service. In the event sufficient budgeted funds are not available for any new fiscal period, the party with insufficient budgeted funds will notify the other party of such occurrence this Agreement will terminate on the last day of current fiscal period without penalty or expense to the County.

III. Modifications: The Agreement constitutes the entire Agreement of the parties. Modifications to this Agreement will require the written consent of all parties. Changes will be disseminated in writing to all parties and will become effective only upon receipt of a completed signature page by all parties.

IV. Representatives:

a. County:

- i. Name: Bruce Bussey
- ii. Title: Division Manager, Pinellas County Housing & Community Development
- iii. Address: 310 Court Street, 2nd Floor Clearwater, Florida 33756
- iv. Telephone: 727-464-8257
- v. Email: [bbussey@pinellascounty.org](mailto:bbussey@pinellascounty.org)

b. City:

- i. Name: Robert M. Gerdes
- ii. Title: Assistant City Administrator
- iii. Address: 175 Fifth Street N., St. Petersburg, FL 33701
- iv. Telephone: 727-893-7876
- v. Email: [Robert.Gerdes@stpete.org](mailto:Robert.Gerdes@stpete.org)

V. Assignability:

Parties may not assign any interest in this Agreement or otherwise subcontract or transfer interest in this Agreement without prior written approval from all parties.

VI. Special Conditions None

(SIGNATURE PAGE FOLLOWS)

VII. SIGNATURES

**PINELLAS COUNTY, FLORIDA**

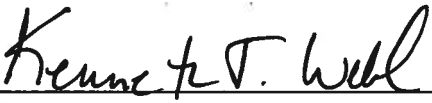
a political subdivision, of the State of Florida

By: 

Barry A. Burton, County Administrator

Date: March 16, 2022

**ST. PETERSBURG, FLORIDA**

By:   
Kenneth T. Welch, Mayor

Date: 3/16/22

Attest



City Clerk (seal)

Approved as to form and content 



\_\_\_\_\_  
City Attorney (Designee)

00608774

**ST. PETERSBURG CITY COUNCIL**  
**(Consent Agenda)**

**Meeting of March 10, 2022**

**TO:** The Honorable Gina Driscoll, Chair and Members of City Council

**SUBJECT:** A resolution approving the Memorandum of Understanding (“MOU”) between Pinellas County (“County”) and City of St. Petersburg (“City”) related to the County’s Emergency Rental Assistance Program; authorizing the City Attorney’s Office to make non-substantive changes to the MOU; authorizing the mayor or his designee to execute the MOU; and providing and effective date.

**EXPLANATION:** Pinellas County (“County”) received \$21,428,218.80 and the City of St. Petersburg (“City”) received \$8,012,455.90 of emergency rental assistance (“ERA1”) funds under the Consolidated Appropriations Act 2021. The County received \$24,395,835.40 and the City received \$6,339,881.40 of additional emergency rental assistance (“ERA2”) funds from the American Rescue Plan Act of 2021.

ERA1 and ERA2 funds may be used to assist households that are unable to pay rent and utilities due to the COVID-19 pandemic. The County and City closely coordinated and implemented the Emergency Rental Assistance Programs (“ERAP”) together on March 31, 2021. The City has expended all ERA1 funds and will expend all ERA2 funds on or before March 31, 2022. The County has a remaining balance of ERA2 funds available for its emergency rental assistance program.

The City has requested the County expand its emergency rental assistance program to include income-eligible households located within the city of St. Petersburg geographical boundaries of Pinellas County that are at risk of experiencing homelessness or housing instability due to the COVID-19 pandemic.

The City and County desire to execute a Memorandum of Understanding (“MOU”) related to the County’s emergency rental assistance program, wherein the County has agreed to expand the ERAP to the geographical boundaries of Pinellas County and the City has agreed to provide city staff for the review of all applications submitted by residents of the city at no cost to the County. City staff time to review applications will be paid from the General Fund.

Administration believes that approval of the attached resolution and MOU is in the best interest of the City.

**COST/FUNDING/ASSESSMENT INFORMATION**

Funds have been previously appropriated in the General Fund, Housing and Community Development Department, Administration Division (082-1089). If the cost of staff time exceeds the department's FY22 budget, the overage will be included in the FY22 Budget Cleanup Ordinance.

**RECOMMENDATION:**

A resolution approving the Memorandum of Understanding ("MOU") between Pinellas County ("County") and the City of St. Petersburg related to the County's Emergency Rental Assistance program; authorizing the City Attorney's Office to make non-substantive changes to the MOU; authorizing the Mayor or his designed to execute the MOU; and providing an effective date.

**ATTACHMENTS:** Resolution  
Memorandum of Understanding

**APPROVALS:**

Administration: Robert Gardes

Budget: myz

**RESOLUTION NO. 2022-\_\_**

**A RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING (“MOU”) BETWEEN PINELLAS COUNTY (“COUNTY”) AND THE CITY OF ST. PETERSBURG RELATED TO THE COUNTY’S EMERGENCY RENTAL ASSISTANCE PROGRAM; AUTHORIZING THE CITY ATTORNEY’S OFFICE TO MAKE NON-SUBSTANTIVE CHANGES TO THE MOU; AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE THE MOU; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Pinellas County (“County”) received \$21,428,218.80 and the City of St. Petersburg (“City”) received \$8,012,455.90 of emergency rental assistance funds (“ERA1”) under the Consolidated Appropriations Act, 2021; and

**WHEREAS**, the County received \$24,395,835.40 and the City received \$6,339,881.40 of additional emergency rental assistance funds (“ERA2”) from the American Rescue Plan Act of 2021; and

**WHEREAS**, ERA1 and ERA2 funds may be used to assist households that are unable to pay rent and utilities due to the COVID-19 pandemic; and

**WHEREAS**, the County and the City closely coordinated and implemented emergency rental assistance programs together on March 31, 2021; and

**WHEREAS**, the City has expended all ERA1 funds and will expend all ERA2 funds on or before March 31, 2022; and

**WHEREAS**, the County has a remaining balance of ERA2 funds available for its emergency rental assistance program; and

**WHEREAS**, the City has requested the County expand its emergency rental assistance program to include income-eligible households located within the city of St. Petersburg geographical boundaries of Pinellas County that are at risk of experiencing homelessness or housing instability due to the COVID-19 pandemic; and

**WHEREAS**, the City and the County desire to execute a Memorandum of Understanding related to the County’s emergency rental assistance program, wherein the County has agreed to expand its emergency rental assistance program to the geographical boundaries of Pinellas County to include St. Petersburg and the City has agreed to provide City staff for the review of all applications submitted by residents of St. Petersburg at no cost to the County.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of St. Petersburg, Florida, that the Memorandum of Understanding ("MOU") between Pinellas County ("County") and the City of St. Petersburg related to the County's emergency rental assistance program is hereby approved.

**BE IT FURTHER RESOLVED** that the City Attorney's Office is authorized to make non-substantive changes to the MOU.

**BE IT FURTHER RESOLVED** that the Mayor or his designee is authorized to execute the MOU.

This Resolution shall become effective immediately upon its adoption.

Approved by:

  
\_\_\_\_\_  
City Attorney (Designee)  
00610359