



# Pinellas County

## Staff Report

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File #: 21-132D, Version: 1

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### **Subject:**

Award of contract to Tetra Tech, Inc for Emergency Rental Assistance Program Administration.

### **Recommended Action:**

Approval and execution by the County Administrator of the award of contract and execution of agreement by the County Administrator with Tetra Tech, Inc for Emergency Rental Assistance Program Administration.

- On January 26, 2021, the Board of County Commissioners adopted Resolution No. 21-8 to receive funding for the Emergency Rental Assistance program of the Consolidated Appropriations Act, 2021.
- The U.S. Treasury has awarded Pinellas County \$21,428,218.80 to provide emergency direct financial assistance, including rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears, and other expenses related to housing (as defined by the Treasury Secretary).
- This contract provides the County with a primary program administrator for Emergency Rental Assistance. The total cost of administering the Emergency Rental Assistance Program inclusive of the services provided by the Program Administrator cannot exceed nine percent (9%) of funds expended.
- Award of contract and execution of agreement with Tetra, Tech Inc for Emergency Rental Assistance Program Administration.
- The total Agreement amount is not-to-exceed \$1,928,539.69.

Contract No. 21-0271-LI with an expenditure not to exceed \$1,928,539.69 through December 31, 2021.

### **Strategic Plan:**

2.1 Provide planning, coordination, prevention, and protective services to ensure safe and secure community.

2.3 Be a facilitator, convener, and purchaser of services for those in need

2.4 Support programs that seek to prevent and remedy the causes of homelessness and move individuals and families from homelessness to permanent housing

Foster Continual Economic Growth and Vitality

4.2 Invest in communities that need the most

## 5.2 Be responsible stewards of the public's resources

### Foster Continual Economic Growth and Vitality

#### **Summary:**

The award of contract and execution of agreement with Tetra Tech Inc for Emergency Rental Assistance Program Administration includes; applicant service and support, applicant portal management, record keeping, initial screening, eligibility verification, and approvals and denials.

Following the release of a competitive Letter of Interest, five (5) proposals were received.

Tetra Tech, Inc was selected as the top ranked firm to provide services.

#### **Background/Explanation:**

On March 11, 2020 the World Health Organization announced COVID-19 outbreak as a pandemic. The Board of County Commissioners unanimously approved a local state of emergency on March 13, 2020.

On December 27, 2020, the Consolidated Appropriations Act, 2021, was enacted to, among other things, provide emergency rental assistance to households impacted by COVID-19. The Emergency Rental Assistance program makes available \$25 billion to assist households that are unable to pay rent and utilities due to the COVID-19 pandemic. The funds are provided directly to States, U.S. Territories, local governments, and Indian tribes. Local governments with more than 200,000 residents were eligible to receive direct payments. Pinellas County and the City of St. Petersburg were eligible and accepted award terms. Grantees must use the funds to provide assistance to eligible households through existing or newly created rental assistance programs.

The Emergency Rental Assistance program terms require that not less than 90 percent of awarded funds be used to support "eligible households" with direct financial assistance, including rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears, and other expenses related to housing (as defined by the Treasury Secretary). Remaining funds are available for administrative costs and housing stability services, including case management and other services intended to keep households stably housed. Funds generally expire on December 31, 2021.

An "eligible household" is defined as a renter household in which at least one or more individuals meets the following criteria:

- (1) Qualifies for unemployment or has experienced a reduction in household income, incurred significant costs, or experienced a financial hardship due to COVID-19; Demonstrates a risk of experiencing homelessness or housing instability; and Has a household income at or below 80 percent of the area median.
- (2) Rental assistance provided to an eligible household should not be duplicative of any other federally funded rental assistance provided to such household.
- (3) Eligible households that include an individual who has been unemployed for the 90 days prior to application for assistance and households with income at or below 50 percent of the area median are to be prioritized for assistance.

On January 26, 2021, the Board of County Commissioners unanimously adopted Resolution 21-8 to

provide financial assistance to eligible households. The agreement with Tetra Tech will provide expanded applicant service and support, applicant portal management, record keeping, initial screening, eligibility verification, and approvals and denials.

**Fiscal Impact:**

On January 26, 2021, the Board adopted Resolution No. 21-8 to approve the Consolidated Appropriations Act, 2021 program framework including funding in the amount of \$21,428,218.80.

Estimated Expenditure not to exceed:    \$1,928,539.69.

Funding is Derived from the Consolidated Appropriations Act, 2021.

**Delegated Authority:**

Authority for the County Administrator to approve this award of contract is granted under Resolution No. 21-8.

**Staff Member Responsible:**

Aubrey Phillips, Strategic Performance Manager, Office of Management and Budget  
Merry Celeste, Division Director, Purchasing and Risk Management

**Partners:**

N/A

**Attachments:**

Agreement