

**AGREEMENT BETWEEN THE CITY OF CHICO AND  
THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
FOR USE OF HOME INVESTMENT PARTNERSHIP  
PROGRAM (HOME) AND COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) FUNDS FOR THE CITY'S TENANT BASED  
RENTAL ASSISTANCE PROGRAM**

THIS AGREEMENT is made effective July 1, 2022, by and between the City of Chico, a California charter city ("City"), and the Housing Authority of the County of Butte, a Public Corporation created pursuant to Section 34200 *et seq.* of the Health and Safety Code ("Housing Authority").

WHEREAS, in response to local social service organizations' request that the City fund temporary rental assistance to aid households participating in self-sufficiency and crisis management programs, the City has agreed to allocate One Hundred Fifty Thousand Dollars (\$150,000) of its 2022-2023 Fiscal Year Home Investment Partnerships (HOME) Program grant funds to Housing Authority for a tenant based rental assistance program; and

WHEREAS, in addition, the City has allocated Twenty Thousand Dollars (\$20,000) of its Community Development Block Grant (CDBG) funds to Housing Authority for the administration and operation expenses incurred in the operation of a Tenant Based Rental Assistance Program (TBRA Program) as set forth herein.

NOW, THEREFORE, it is mutually agreed by Housing Authority and City as follows:

1. PROGRAMS AND SERVICES

Housing Authority will administer the TBRA Program as set forth in attached Exhibit "A", entitled "Statement of Services for Use of City of Chico HOME and CDBG Funds for the Tenant Based Rental Assistance Program."

2. TERM/TERMINATION

A. TERM. The term of this Agreement shall be for that period set forth in Exhibit "A". If City approves subsequent funding for Housing Authority, or the parties otherwise desire to extend the term hereof, this Agreement may be extended by a written amendment signed by both parties.

B. TERMINATION. In addition to the provisions set forth in Section 15 hereof, this Agreement may be terminated as follows:

(1) City may, at its sole discretion, terminate this Agreement and Housing Authority's funding upon ninety (90) days written notice that adequate City funding is not available for payment or for Housing Authority's failure to adequately perform its obligations under this Agreement. Housing Authority may terminate Agreement at any time subject to Housing Authority first complying with all applicable provisions of this Agreement.

(3) Either party may terminate this Agreement if for any reason the timely completion of the work/services to be provided under this Agreement is rendered improbable, infeasible, or impossible. Either party may terminate this Agreement for non-performance by the other party of any material provision of this Agreement.

(4) In the event this Agreement is terminated, as provided in this section, Housing Authority agrees to and shall immediately return to City any and all unexpended and unencumbered HOME and CDBG funds. Further, Housing Authority shall comply with the provisions of Section 4 of this Agreement relating to Reversion of Assets.

### 3. FUNDING

Funding for the term of this Agreement shall be the amount allocated and approved by the City Council set forth in Exhibit "A".

### 4. USE OF FUNDS / REVERSION OF ASSETS

Use of City's funds allocated hereunder to Housing Authority shall be subject to the following express terms and conditions:

A. Any funds paid to Housing Authority shall be used solely for the purposes set forth in Exhibit "A".

B. Provider shall comply with all applicable uniform administrative requirements set forth in 2 CFR part 200, which are expressly incorporated in their entirety into this Agreement, and to which Provider expressly acknowledges having read, agreed to, and understands. All expenditures of City funds by Provider shall be made strictly within the limitations of the 2 CFR part 200 which, as of the date of this Agreement, may be found here: [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

C. Funds paid hereunder shall be expended for the benefit of low-income residents participating in a self-sufficiency program and for security deposits as set forth in 24 CFR Section 92.209.

D. Housing Authority shall render services utilizing funds paid by City hereunder only to recipients meeting appropriate eligibility criteria as set forth in 24 CFR, Part 570, Subpart C, a copy of which has been furnished to Housing Authority.

E. Housing assisted with HOME funds must meet the property standards set forth in 24 CFR Section 92.251 and the lead based paint requirements in 24 CFR Section 92.355.

F. Housing Authority must comply with affirmative marketing procedures including the requirements in 24 CFR Section 92.351.

G. Notwithstanding anything herein above to the contrary, any exceptions or special provisions relating to this Agreement shall be as set forth in Exhibit "A".

H. Funds provided under this Agreement will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

I. Any Program Income generated shall be returned to the City at the end of the Agreement term.

J. Upon the expiration or termination of the Agreement, Housing Authority shall transfer to the City any funds on hand at the time of expiration and any accounts receivable attributable to the use of funds provided under this Agreement, unless otherwise agreed to by the City in writing.

#### 5. DISBURSEMENT OF FUNDS

Housing Authority shall receive payment of such funds on a monthly basis contingent upon City's receipt of a completed Monthly Disbursement Request, as shown in Exhibits "B" and "D". Exhibit "C" shall be submitted with each newly assisted household. Payment shall be subject to submission by Housing Authority and approval by the City Manager of any documents required pursuant to this Agreement.

Rental assistance and security deposit payments provided under this Agreement shall be provided from the Tenant Based Rental Assistance activity of City's HOME Program. Administrative services will be paid from the Housing Counseling activity of City's CDBG Program, pursuant to Section 570.201(k) of the CDBG regulations. In accordance with HOME regulations, payment for services shall be made monthly after services have been rendered within 45 days after submittal of a complete report as required by this section.

#### 6. DOCUMENTS, REPORTS AND RECORDS

A. Housing Authority shall maintain all records required by 24 CFR 570.506 that are pertinent to the activities to be funded under this Agreement.

B. Housing Authority shall at all times maintain a complete and current set of financial and statistical records of all its activities, which shall include, but shall not be limited to, those specifically set forth below or otherwise mentioned herein, and which shall in particular reflect clearly the application and use of funds paid to it by City. All such records shall be in a form satisfactory to the City Manager and the Finance Director and shall be subject to inspection by the City Manager or audit by the Finance Director, or their designees, at any reasonable time during the normal and usual business hours of Housing Authority.

C. Recognizing that Housing Authority may from time to time render services to recipients which are highly personal and confidential in nature, City, in its dealings with Housing Authority, will at all times maintain the confidentiality of those records and will not require a public record to be made or provided that will serve to violate the confidentiality requirements of Housing Authority, subject to the requirements of applicable law. Any inspection or audit shall be made by the City Manager, the Finance Director or their designees.

D. Housing Authority shall submit to City any independent audits of its program within thirty (30) days of receipt. Such audits may be used by City in place of or in addition to any audit performed by City.

E. Housing Authority shall retain all documents pertaining to this Agreement for a period of five (5) years after this Agreement's termination (or for any further period that is required by law) and until all Federal or City audits are complete and exceptions resolved for this Agreement's funding period. Upon request, Housing Authority shall make these records available to authorized representatives of the City and the United States Government.

7. ON-SITE MONITORING

Authorized representatives of HUD and City shall have the opportunity to monitor Housing Authority's performance under this Agreement at the site where such performance is being conducted to ensure that the program is meeting the requirements of this agreement. Such monitoring may include but is not limited to observation of services provided, interviews with Housing Authority personnel and staff involved in project operations and validation of source data used in the preparation of reports to City.

The City will advise Housing Authority in writing of any monitoring concerns or findings within thirty (30) days after a monitoring visit. Housing Authority shall respond to the concerns/findings within ten (10) days.

8. HOLD HARMLESS CLAUSE

Housing Authority shall hold City, its officers, boards and commissions, and members thereof, its employees and agents harmless of and free from any and all liabilities which might arise out of or relating to this Agreement. Should City or any of its officers, boards and commissions, and members thereof, its employees or agents, be named in any suit, or should any claim be made against it or any of them by suit or otherwise, whether the same may be groundless or not, arising out of or relating to this Agreement, Housing Authority shall defend City and said officers, boards and commissions, and members thereof, its employees and agents, and shall indemnify them for any judgment rendered against them. If a claim for damages is filed against City, its boards, commissions, members, employees or agents for any work under this contract by the Housing Authority of the County of Butte, City will forward the claim immediately to the Housing Authority for defense of City by the Housing Authority. Housing Authority shall be solely responsible for the payment of all defense costs, settlement costs or judgments.

9. LEGAL COMPLIANCES

Housing Authority shall at all times during the term of this Agreement comply with all legal requirements, including any applicable Federal, State or City regulations, and shall secure at its full cost and expense any and all permits, applications or other requirements in connection therewith.

10. NON-DISCRIMINATION/EQUAL OPPORTUNITY/FAIR HOUSING

A. Provider shall comply with federal civil rights laws including, but not limited to Title VI of the Civil Rights Act of 1964, as amended (non-discrimination); Section 109 of the Housing and Community Development Act of 1974, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; and Title VIII of the Civil Rights Act of 1968, as amended (the Fair Housing Act). Providers with 15 or more employees must designate a Section 504 Coordinator, establish grievance procedures and include non-discrimination notices in informational, advertising and marketing materials for HOME funded activities.

B. Housing Authority shall not discriminate against any employee employed in the performance of this Agreement, or against any applicant for employment because of sex, race, creed, color, national origin or ancestry, age, familial or marital status, medical condition, genetic information, gender, source of income, veteran status or disability. This requirement shall apply to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

C. No person shall, on the ground of race, sex, creed, color, national origin, age, marital status or disability, be excluded from participation in, be denied the proceeds of or be subject to discrimination in the performance of this Agreement.

11. INDEPENDENT CONTRACTOR

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Housing Authority shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement.

12. SUBCONTRACTS

The Housing Authority shall not enter into any subcontracts with any agency or individual in the performance of this Agreement without the written consent of City prior to the execution of such agreement.

13. ASSIGNABILITY.

The Housing Authority shall not assign or transfer any interest in this Agreement without the prior written consent of City thereto; provided, however, that claims for money due or to become due to the Housing Authority from City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to City.

14. DEFAULTS; REMEDIES.

A. ENFORCEMENT BY CITY DUE TO DEFAULT BY HOUSING AUTHORITY.  
In the event Provider materially fails to comply with any term of this Agreement, City may take one or more of the actions provided under the CFR, including 2 CFR 200.338-.342 relating to

“Remedies for Noncompliance,” or City may avail itself of any other remedies available at law or equity for breach of this Agreement.

B. **RECAPTURE.** Housing Authority shall have the affirmative obligation to repay, and City shall have the affirmative right to recapture from Housing Authority all (or any portion of) Funding disbursed to Housing Authority hereunder in the event of Housing Authority’s default hereunder or in the event Housing Authority refuses to accept or fails to comply with any conditions which may subsequently be imposed by HUD for the operation of the CDBG Program.

15. ENTIRE AGREEMENT

This Agreement, and the exhibits, documents, laws, rules, guidelines, circulars, and regulations referenced and hereby expressly incorporated herein, constitute the entire agreement between City and Provider for the use of funds received under this Agreement, and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the City and the Provider with respect to this Agreement.

IN WITNESS WHEREOF, the parties hereto, by their officers hereunder duly authorized, have executed this Agreement the day and year herein above first written.

HOUSING AUTHORITY  
OF THE COUNTY OF BUTTE


CITY OF CHICO

By:   
Edward S. Mayer, Executive Director

By:   
Paul Hahn, Interim City Manager  
Mark Sorensen

REVIEWED AS TO CONTENT:

APPROVED AS TO CONTENT:

  
Barbara Martin,  
Interim Administrative Service Director\*

  
Marie Demers, Housing Manager

\*Reviewed by Finance and Information Systems

APPROVED AS TO FORM:

  
Vincent C. Ewing\*\*  
City Attorney

Authorized pursuant to Sec. 2R.04.170  
Chico Municipal Code and Administrative  
Procedure and Policy 11-31 and by City  
Council motion approving the HUD  
Annual Plan and adoption of the 2022-23  
City Budget on June 7, 2022

\*\* Approved pursuant to The Charter of the City of Chico §906(D)

**EXHIBIT "A"**  
**STATEMENT OF SERVICES FOR USE OF**  
**CITY OF CHICO HOME AND CDBG FUNDS FOR THE TENANT BASED RENTAL**  
**ASSISTANCE PROGRAM**

Account Codes:  
201-000-8801/65970-201 4800  
206-000-8801/65921-206-4654

Name of Provider: Housing Authority of the County of Butte  
Address: 2039 Forest Avenue, Suite 10, Chico, CA 95928 Telephone: (530) 895-4474  
Contact Person/Title: Edward S. Mayer, Executive Director

Term of this Agreement: July 1, 2022 to June 30, 2023

**SERVICES TO BE PROVIDED TO LOW INCOME HOUSEHOLDS FROM CITY FUNDING:**

1. This Agreement provides funding for administrative, staffing, and professional service expenses incurred in the operation of the tenant based rental assistance activity of the City of Chico's HOME Program.
2. This Agreement provides for disbursement of rental assistance and security deposit payments to participating landlords within Butte County in accordance with Tenant Based Rental Assistance Program Housing Assistance Payments Agreement. Security deposits may be made to assist recipients of Housing Choice Vouchers (HCV) from the Housing Authority of the County of Butte who are unable to secure housing due to lack of funds for a required security deposit.

**HOME PROGRAM BUDGET:**

The following budget represents funds allocated from the 2022-2023 CDBG and HOME allocations for Program Administration and Rental Assistance Payments, respectively, for the tenant based rental assistance program.

- |                                      |               |
|--------------------------------------|---------------|
| 1. Program Administration – CDBG     | \$ 20,000.00  |
| 2. Rental Assistance Payments – HOME | \$ 150,000.00 |

**TOTAL BUDGET: \$ 170,000.00**

**DISBURSEMENT CONDITIONS:** Subject to submission of complete disbursement information, similar in form and content to Exhibits B, C and D to this Agreement, on a monthly basis, City will reimburse Provider \$65 per month for each subsidy provided to a HOME Program eligible tenant and \$75 for each housing unit inspection performed during the month from the Administration Budget. Additionally, City will reimburse Provider for Rental Assistance Payments paid during the same month. Security deposit payments for HCV holders are not eligible for administrative reimbursement payment from the TBRA program.

**EXHIBIT "B"**  
**MONTHLY DISBURSEMENT REQUEST**  
**CITY OF CHICO TENANT BASED RENTAL ASSISTANCE PROGRAM**

Disbursement Request Number \_\_\_\_\_ Period Ending \_\_\_\_\_

- 1) Total number of households assisted \_\_\_\_\_
- 2) Number of new households assisted \_\_\_\_\_
- 3) Number of subsidy payments terminated \_\_\_\_\_
- 4) Total number of subsidy payments issued \_\_\_\_\_
- 5) Total number of inspections performed \_\_\_\_\_

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**SUBSIDY REQUEST**

6) Total dollar amount of subsidies paid during reporting period \_\_\_\_\_

**ADMINISTRATIVE REQUEST**

7) Administrative Fee (total # of subsidies [line 4] x \$65) \_\_\_\_\_

8) Inspection Fee (total of # of inspections [line 5] x \$75) \_\_\_\_\_

**TOTAL REQUEST**

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**REQUIRED DOCUMENTATION**

- A completed Tenant Based Rental Assistance Request Form (Exhibit "C") for each household receiving assistance.
- Expense Summary of households receiving assistance and administrative expenses during the reporting period (Exhibit "D").
- Documentation of housing inspections performed during the period.
- Narrative report for each completed subsidy contract which includes a description of family circumstances and the results of the assistance provided.

Pursuant to the Agreement Between the City of Chico and the Housing Authority of the County of Butte the Housing Authority is hereby requesting reimbursement of : \$ \_\_\_\_\_ for the Tenant Based Rental Assistance Program.

\_\_\_\_\_  
Edward S. Mayer, Executive Director

\_\_\_\_\_  
Date



**CITY OF CHICO BASED RENTAL ASSISTANCE PROGRAM  
REQUEST FORM  
"EXHIBIT C"**

HAP CONTRACT # \_\_\_\_\_

**CLIENT INFORMATION:**

Client Name \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Current address (prior to TBRA assistance): \_\_\_\_\_  
 Family Size \_\_\_\_\_ Last Four SSN # \_\_\_\_\_ Effective Date: \_\_\_\_\_  
 Monthly Gross Income: \_\_\_\_\_ Monthly Adjusted Gross Income: \_\_\_\_\_  
 Income Source: \_\_\_\_\_ HH AMI Range: 0-30% \_\_\_ 31-50% \_\_\_ 51-60% \_\_\_

Ethnicity: Hispanic:  Yes  No Veteran:  Yes  No Homeless:  Yes  No

Household Race:  
 \_\_\_ White (11) \_\_\_\_\_ American Indian / Alaskan Native (14)  
 \_\_\_ Black/African American (12) \_\_\_\_\_ Native Hawaiian/ Other Pacific Islander (15)  
 \_\_\_ Asian (13)

Household Type:  
 \_\_\_ Single, non-elderly (1) \_\_\_\_\_ Elderly (2) \_\_\_\_\_ Single Parent (3)  
 \_\_\_ Two Parents (4) \_\_\_\_\_ Other (5)

**HOUSING UNIT INFORMATION:**

Unit Address \_\_\_\_\_ Unit # \_\_\_\_\_  
 Number Bedrooms \_\_\_\_\_ Number Baths \_\_\_\_\_  
 Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Monthly Rent \_\_\_\_\_ FMR for similar unit \_\_\_\_\_  
 Utilities included \_\_\_\_\_ Payment Standard \_\_\_\_\_

**SUBSIDY REQUEST:**

Per month amounts:

Tenant \$	Total \$
Payment	Rent
HAP \$	<b>Total monthly subsidies</b>
UAP \$	
	\$

One-time amounts:

Move-in pro-rate amount	\$
Security Deposit	\$

**Total Request amount (Total Monthly subsidies X # of months + one-time amounts):**  
 \$ \_\_\_\_\_

For City Use:  
 Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ HUD Activity #: \_\_\_\_\_

**CITY OF CHICO BASED RENTAL ASSISTANCE PROGRAM  
Annual Review / Change Report  
"EXHIBIT C-1"**

HAP CONTRACT # \_\_\_\_\_

**CLIENT INFORMATION:**

(Highlight new or updated information)

Client Name \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Address: (street and unit) \_\_\_\_\_  
 Family Size \_\_\_\_\_  
 Monthly Gross Income: \_\_\_\_\_ Monthly Adjusted Gross Income: \_\_\_\_\_  
 Income Source: \_\_\_\_\_ HH AMI Range 0-30% \_\_\_ 31-50% \_\_\_ 51-60% \_\_\_

**Household Type:**

\_\_\_ Single, non-elderly (1)      \_\_\_ Elderly (2)      \_\_\_ Single parent (3)  
 \_\_\_ Two parents (4)      \_\_\_ Other (5)

**HOUSING UNIT INFORMATION:**

Unit Address \_\_\_\_\_ Unit # \_\_\_\_\_  
 Number Bedrooms \_\_\_\_\_ Number Baths \_\_\_\_\_  
 Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Owner's Address \_\_\_\_\_  
 Monthly Rent \$ \_\_\_\_\_ FMR for similar unit \$ \_\_\_\_\_  
 Utilities included \_\_\_\_\_ Payment Standard \$ \_\_\_\_\_

**SUBSIDY CHANGE REQUEST**

Prior term: _____ to _____						
Tenant Payment	Monthly Subsidy	Total Rent	# Months paid	Security Deposit paid (if any)	Total Amount paid this term	Total Amount paid to date
\$ _____	\$ _____	\$ _____	_____	\$ _____	\$ _____	\$ _____
Current term: effective as of _____						
Tenant Payment	Monthly Subsidy	Total Rent	# Months	Security Deposit	Total Request	Total Request + Deposit
\$ _____	\$ _____	\$ _____	_____	\$ _____	\$ _____	\$ _____

For City Use:  
 Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ HUD Activity #: \_\_\_\_\_

