



MEMORANDUM

To: Kurt Triplett, City Manager

From: Tracey Dunlap, Deputy City Manager of Operations
 Carly Joerger, Management Analyst
 Leslie Miller, Human Services Supervisor
 Jen Boone, Human Services Coordinator
 Martha Chaudhry, Special Projects Coordinator – Economic Development
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Date: November 16, 2021

Subject: AMERICAN RESCUE PLAN ACT (ARPA) CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS (CLFRF) RELIEF PROGRAMS UPDATE

CITY OF KIRKLAND RELIEF PROGRAMS UPDATE AS OF NOVEMBER 16, 2021:

Residential Rent, Mortgage, and Utility Relief Program - www.kirklandwa.gov/housing-help
 Initial Allocation: \$250,000

Status as of	Number of Referrals to Partner Agencies	Applications in Process	Completed Applications	Applications Approved	Total Assistance Awarded
11/16	121	84	28	10	\$15,380.61
11/10	105	84	20	5	\$15,380.61
11/2	92	42	7	2	\$0
10/21	86	29	4	0	\$0
10/12	76	27	0	0	\$0

Commercial Rent and Utility Relief Program - www.kirklandwa.gov/business-help
 Initial Allocation: \$500,000

Status as of	Intake Forms Received	Applications in Process	Completed Applications	Applications Approved	Total Assistance Awarded
11/16	71	52	7	1	\$0
11/10	71	52	2	0	\$0
11/2	71	67	2	0	\$0

10/21	71	0	0	0	\$0
10/12	43	0	0	0	\$0

Utilities-Only Relief Program - www.kirklandwa.gov/housing-help
Initial Allocation: \$420,000

Status as of	Applications Received	Completed Applications	Applications Approved	Applications Flagged for Hopelink	Total Assistance Awarded
11/16	21	17	12	7	\$8,447.46
11/10	15	13	7	4	\$4,852.15
11/2	13	11	6	-	\$3,865.11
10/21	9	7	6	-	\$3,865.11
10/12	6	4	0	-	\$0

King County Eviction Prevention and Rental Assistance Program (EPRAP)

EPRAP continues to accelerate assistance payments through additional collaboration and outreach to tenants and landlords. The distribution the week of November 10th, 2021 totaled \$9.4 million in assistance, bringing total program expenditures to \$87.2 million. Countywide, over 36,000 households have applied for assistance:

- 7,671 households have received assistance and accounts are paid in full.
- 27,315 households are currently working with a partner community-based organization to receive assistance.

One issue that is delaying hundreds of applications are landlords not signing the payment agreement form, a step that is required to receive payment. The County and community providers are continuing in-depth outreach efforts to landlords so rent payments can be made. EPRAP is continuing targeted outreach through its Hub and Spoke partners, registering an average 1,200 households weekly. Housing Justice Project continues to track and outreach households who are awaiting EPRAP and received an eviction notice. King County residents who have received a notice should contact Housing Justice Project at (206) 267-7069 or visit them [online](#).

City of Kirkland Residential Rent, Mortgage, and Utility Relief Program

Five additional applications have been approved since last update, bringing the total applications approved to ten. Payment is still in process, but once checks are printed this week, the total amount of assistance provided reaches \$36,665.61.

Following the extensive outreach to over 50 households confirming if they are still in need of assistance, 29 households have responded and are actively working with partner agencies. Over a dozen new referrals have been sent since the beginning of November for households in need of assistance with the current month’s rent. Partner agency staff continue to share challenges in connecting with applicants and landlords to secure completed and correct documentation. Fifteen applications are currently on hold as partner agency staff wait for landlords to submit the required documentation. For tenant applications, partner agency staff have decided to implement a deadline

for applicants to submit materials to encourage participation in the program. This effort will help determine if partner agency staff should continue to outreach households with outstanding materials. There is also discussion of setting up in-person drop-in hours for households needing additional assistance with their application.

To date, program data show:

- 90% of applicants are tenants and owe an average of \$4,000 in past-due rent
- 10% of applicants are homeowners and owe an average of \$13,000 in overdue mortgage payments
- Initial intake data indicates average arrears per household is approximately \$4,300
- Total arrears for all households referred to partner agencies is \$452,993.95

City of Kirkland Commercial Rent and Utility Relief Program

In order to serve all potentially eligible businesses who applied, staff increased the program budget to \$500,000 which will benefit 50 businesses at the limit of \$10,000 each. Staff and consultants are talking with applicants and landlords individually to determine case by case whether program criteria are met, and applicants are eligible. This is a high-touch process that involves multiple attempts to contact and communicate with both tenant and landlord.

Seventy-one businesses submitted an initial intake form with basic information which was then sequenced through a lottery system to determine the order in which applicants are contacted. As the amount of funding requested differs, the lottery is an equitable way to sequence application processing and awards in an environment of limited funds. At present all applicants have been contacted and applications are being processed as documentation is completed and submitted. With a grant fund of \$500,000, it is expected that all eligible businesses who submit a complete application will receive assistance regardless of their sequence in the lottery.

An emerging issue is that many applicants have kept current on commercial rent while taking on contractual and non-contractual debt from other sources in order to do so. After initial review, fifteen applications are ineligible. Of those:

- 10 have taken on other debt in order to keep current with rent;
- 4 opened during the pandemic and although have need do not qualify as they can't show year-on-year revenue loss;
- 2 are home-based businesses, referred to the City's residential relief program.

Staff are investigating options for a future iteration of the commercial rent relief program that may be able to serve businesses who have gone into debt in order to keep current on their rent.

City of Kirkland Utilities Relief Program

Several Kirkland households that applied for the Kirkland utility relief program are eligible for the new Hopelink utility assistance program. Staff have flagged these applications for referral to Hopelink where they can receive a larger amount of assistance. During the week of November 8, the Northshore Utility District (NUD) posted door tags with referral information on various assistance programs, including the Kirkland program, to households in their service area. Staff will monitor uptake in applications from households who are receive their water/sewer service from NUD, but generally participation in the utility relief program remains low as many households continue to pay

their bills. Finally, as reminder, due to COVID-19, the City has discontinued utility shut-offs and late fees until at least February 1, 2022.

Future Updates

Staff will continue to update this memo and include a web link to the latest update through the "COVID-19 Update" special presentation item on future Council meeting agendas.