Docusign Envelope ID: 073030FE-56DA-421F-9A15-F240C49675C3

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Emergency Rental Assistance and Eviction Diversion Program

Requested Action and Justification:

Request approval to extend the award with United Way of Northeast Florida for three (3) months. This is in order for the supplier to spend all the remaining funds before the Treasury Deadline for return of funds. Current contract expires September 30, 2026 to the new extended date to December 31, 2026. Total not to exceed expenditure of $2,000,000.00 will remain the same.

To be executed via formal contract amendment through the Office of General Counsel.

Supplier:	United Way of Northeast Florida	**Basis of Award:**	N/A	**BID Opening Date:**	07/24/2024

POA #:	71510-24	**PO #:**	687045-25	**Change Order #:**	NA
Solicitation #:	RFP-NONCON ESC-0423- 24	**Contract #:**	71510-24	**Contract ADM #:**	1
Term:	2 years	**Options:**	1 year	**Options Used:**	0

Federally Funded:	Yes	**JSEB Rec:**	Encouragement
Licenses Verified:	N/A	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	11415	**Center:**	174281	**Acct:**	583010	**Proj:**	010349	**Activity:**	00000000	$ 0
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 2,000,000.00	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	ERCD:HOUSING AND COMMUNITY DEVELOPMENT			
Concurrence:	Signed by: Jeffrey, Travis 7431B960197249F...	**Title:**	CHIEF OF HOUSING AND COMMUNITY DEVELOPMENT	5/26/2026
Concurrence:	Signed by: Okewusi, Ildebisi 57B65F680F5D433...	**Title:**	DIRECTOR FINANCE-HOUSING AND COMMUNITY DEVELOPMENT	5/26/2026
Concurrence:	Signed by: Joshua Hicks 6949531292364 4A...	**Title:**	AFFORDABLE HOUSING ADMINISTRATOR	5/26/2026
Concurrence:		**Title:**		

Procurement Analyst/Buyer:	Signed by: Simpson, Sandy 309A0368E9B74A5...	**Chief of Procurement:**	Signed by: Robert Waremburg, for Dustin Freeman 5/27/2026
Name:	Simpson, Sandy	**Name:**	Dustin L. Freeman 4812CA1D431247A...

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

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PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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DISBURSEMENT REQUEST FORM

Recipient:
Address:

Phone#

Request # _____
Contract# _____
Federal ID# _____
Date Submitted: _____20____

1.	Amount of this request:	$_____
2.	Contract funds received to date:	$_____
3.	Contract funds disbursed to date:	$_____
4.	Contract funds previously requested but not yet received:	$_____

Line Item & Description	Budget	Amount Received to Date	Amount of this Request	Leveraged or Match Amount from Other Funds	Remaining Balance
Total					

Property Location:_____

OWNER: I/We hereby agree that the work stated by the contractor has been completed and approve payment to the contractor in accordance with the Contract and contingent upon inspection and concurrence by the HCDD Designated Inspector. It is understood that the actual amount disbursed will be based on the findings of that inspection and other costs expended by the developer in accordance with the Contract.

Signature:_____ Date:_____
Authorized Representative

INSPECTOR: I hereby certify that I have exercised reasonable care to determine that the work performed at the above address meets specifications and was completed in a satisfactory manner; however, neither the undersigned, the Housing and Community Development Division nor the City of Jacksonville is in any way responsible for the acts or omissions of the contractor and subcontractor or any of the contractor's agents or any, in connection with this Contract and has provided the property owner with a copy of each warranty or guarantee due the property owner from the contractor for work performed.

Signature:_____ Date:_____
Construction/Contract Management
Housing & Community Development Division

Signature:_____ Date:_____
Credit Compliance Manager
Housing & Community Development Division

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FIRST AMENDMENT TO
CONTRACT FOR EMERGENCY RENTAL ASSISTANCE
AND EVICTION DIVERSION PROGRAM

THIS FIRST AMENDMENT to the Contract for Emergency Rental Assistance and Eviction Diversion Program (this "**First Amendment**") is dated _____, 2026 (insert here the date the last party signs), and is between the **CITY OF JACKSONVILLE**, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida (the "**City**"), and **UNITED WAY OF NORTHEAST FLORIDA, INC.**, a Florida not-for-profit corporation ("**Contractor**").

RECITALS

WHEREAS, the City issued Request for Proposal No. ESC-0423-24 (the "RFP") for services for the Emergency Rental Assistance and Eviction Diversion Program (the "**Program**"); and

WHEREAS, based upon Contractor's response to the RFP and approval by the City's Jacksonville Procurement Awards Committee and Mayor, the City and Contractor entered into Contract #71510-24 for the procurement of Program services effective as of October 1, 2024 (the "**Contract**"); and

WHEREAS, in order to allow Contractor sufficient time to complete the Program services as set forth in the Contract, the parties desire to amend the Contract to extend the term to December 31, 2026; and

WHEREAS, the City's Procurement Division authorized this amendment to extend the Contract term through December 31, 2026, pursuant to Administrative Award from the City's Procurement Division dated _____, 2026.

The parties therefore agree as follows:

A. Capitalized Terms. All capitalized terms used but not defined herein shall have the meanings given them in the Contract.

B. Amendment to Section 4. Section 4 of the Contract is amended to extend the term to December 31, 2026, and as amended, Section 3 shall read as follows:

> 4. Term. The term of this Contract (the "Term") commences on the Effective Date and continues through December 31, 2026. The Term may be extended for up to one additional one-year period upon written and mutual agreement of the parties. The parties may terminate this Contract in accordance wit the provisions of this Contract.

C. Ratification of Contract and Services. The provisions of the Contract shall remain in full force and effect except as expressly provided in this First Amendment.

D. Entire Agreement. This First Amendment is the entire agreement of the parties regarding the modifications to the Contract provided herein and supersedes all prior agreements and understandings regarding such subject matter and may be modified only by a writing executed by the party against whom the modification is sought to be enforced and shall bind and benefit the parties and their respective successors, legal representatives, and assigns.

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E. Counterparts. This First Amendment may be executed in counterparts and/or electronically, including .PDF copies, the counterparts and copies of which, when taken together, shall be one and the same instrument.

[Remainder of page left blank intentionally. Signature page to follow.]

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Each party is signing this First Amendment on the date stated under that party's signature.

WITNESS:

By: _____
Printed Name: _____
Title: _____

UNITED WAY OF NORTHEAST FLORIDA, INC., a Florida not-for-profit corporation

By:_____
Melanie Patz, President & CEO

Dated:_____

ATTEST:

By:_____
Daren Anderson
Corporation Secretary

CITY OF JACKSONVILLE, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida

By:_____
Donna Deegan, Mayor

Dated:_____

G:\Finance & Compliance\Legal\Contracts\Amendments\Drafts\2026\Draft Amend #1 to Contract for Emergency Rental Assistance & Eviction Diversion Program – United Way (term extension).docx

FORM APPROVED:

By:_____
Office of General Counsel

Docusign Envelope ID: 073030FE-56DA-421F-9A15-F240C49675C3

Encumbrance and funding information for internal City use:

1Cloud Account for Certification of Funds	Amount

Total Maximum Indebtedness: $2,000,000.00

The above-stated amount is the maximum fixed monetary amount of the foregoing Contract. It shall not be encumbered by the foregoing Contract. It shall be encumbered by one (1) or more subsequently issued purchase order(s) that must reference the foregoing Contract. All financial examinations and funds that control checking will be made at the time such purchase order(s) are issued.

In accordance with Section 24.103(e), *Jacksonville Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing Contract; provided, however, this certification is not, nor shall it be interpreted as an encumbrance of funding under this Contract. Actual encumbrance(s) shall be made by subsequent purchase order(s), as specified in said Contract.

_____

Director of Finance
Amendment #1 to City Contract No. 71510-24

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CONTRACT FOR EMERGENCY RENTAL ASSISTANCE AND EVICTION DIVERSION PROGRAM

This Contract for Emergency Rental Assistance and Eviction Diversion Program (this "**Contract**") is dated December 18, 2024, but is effective as of October 1, 2024 (the "**Effective Date**"), and is between the **CITY OF JACKSONVILLE**, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida (the "**City**"), and **UNITED WAY OF NORTHEAST FLORIDA, INC.**, a Florida not-for-profit corporation ("**Contractor**").

Whereas, the City issued Request for Proposal No. ESC-0423-24 (the "**RFP**") for services for the emergency rental assistance and eviction diversion program (the "**Program**").

Whereas, based on Contractor's response to the RFP (the "**Response**"), the City wants to engage Contractor for procurement of services for the Program as described in the RFP, Response, and Scope of Services/Deliverables that is attached to this Contact as Attachment A (collectively, the "**Services**").

Whereas, Contractor is willing and able to accept such engagement and provide the Services in accordance with the terms and conditions stated in this Contract.

Whereas, on August 29, 2024, the City's Jacksonville Procurement Awards Committee and Mayor approved an award for the procurement of the Services.

Now, therefore, the parties agree as follows:

1. **Performance of Services**. The City hereby engages Contractor and Contractor hereby accepts said engagement for the purpose of providing the Services to the City in accordance with the provisions of this Contract. Contractor shall perform the Services as specified in and according to the provisions of this Contract.

2. **Compensation**. Contractor shall be paid for the Services in accordance with the provisions of this Contract, including the Price Sheet attached to this Contract as Attachment B. The City's obligation to make payment is contingent upon the availability of lawfully appropriated funds for the Services.

3. **Maximum Indebtedness**. As required by section 106.431, Jacksonville Ordinance Code, the City's maximum indebtedness for all the Services under this Contract shall be a fixed monetary amount not to exceed **Two Million and 00/100 Dollars ($2,000,000.00)**.

4. **Term**. The term of this Contract (the "**Term**") commences on the Effective Date and continues through September 30, 2026. The Term may be extended for up to one additional one-year period upon written mutual agreement of the parties. The parties may terminate this Contract in accordance with the provisions of this Contract.

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5. **Contract Documents**. This Contract consists of the following documents, which are hereby incorporated in and made a part of this Contract and which, in case of conflict, have priority in the order listed as follows:

(a) This document, as modified by any subsequent signed amendments.

(b) The Scope of Services/Deliverables in Attachment A to this Contract.

(c) The Price Sheet in Attachment B to this Contract.

(d) The RFP and any amendments to the RFP.

(e) Any purchase order under this Contract.

(f) The Response, provided that any term in the Response that is prohibited under the RFP will not be included in this Contract.

6. **Notices**. All notices under this Contract shall be in writing and shall be delivered by certified mail, return receipt requested, or by other delivery with receipt to the following:

To the City: City of Jacksonville
Housing & Community Development Division
Attn: Chief
214 North Hogan Street, Floor 7
Jacksonville, Florida 32202

With copy to: City of Jacksonville
Office of General Counsel
Attn: Corporation Secretary
117 West Duval Street, Suite 480
Jacksonville, Florida 32202

To Contractor: United Way of Northeast Florida, Inc.
Attn: President/CEO
40 East Adams Street, Suite 310
Jacksonville, Florida 32202

7. **Contract Managers**. Each party will designate a contract manager during the Term whose responsibility is to oversee the party's performance of its duties and obligations pursuant to this Contract. The City's contract manager is Joshua Hicks, Affordable Housing Administrator (jrhicks@coj.net), and Contractor's contract manager is James Ellout, Vice President of Community Impact (jamese@unwnefla.org). Each party shall provide prompt written notice to the other party of any changes to the party's contract manager or their contact information; provided, such changes shall not be deemed contract amendments and may be provided by email.

8. **Recitals; Attachments**. The recitals are accurate and true and are hereby incorporated in this Contract. All attachments and exhibits to this Contract are hereby incorporated in and made a part of this Contract.

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9. **Amendment; Waiver**. No amendment or modification of this Contract will be effective unless it is in writing and signed by the parties. No waiver under this Contract will be effective unless it is in writing and signed by the party granting the waiver.

10. **Severability**. If any covenant, term, or provision of this Contract is deemed to be contrary to law, that covenant, term, or provision will be deemed separable from the remaining covenants, terms, and provisions of this Contract and will not affect the validity, interpretation, or effect of the remainder of this Contract.

11. **Entire Agreement**. This Contract constitutes the entire agreement between the parties for the Services to be performed by Contractor. No statement, representation, writing, understanding, agreement, course of action, or course of conduct made by either party or any representative of either party that is not expressed in this Contract will be binding. Contractor may not unilaterally modify the terms of this Contract by affixing additional terms to materials delivered to the City (e.g., "shrink wrap" terms accompanying or affixed to a deliverable) or by including such terms on a purchase order or payment document. Contractor acknowledges that it is entering into this Contract for its own purposes and not for the benefit of any third party.

12. **Counterparts**. This Contract may be executed electronically and in several counterparts each of which will be deemed an original, and all such counterparts together will constitute one instrument.

In witness whereof, the parties are signing this Contract the day and year first written above.

Attest

By: _____
James R. McCain, Jr.
Corporation Secretary

CITY OF JACKSONVILLE, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida

By: _____
Donna Deegan
Mayor

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Witness

By: _____
Name: Joshua Hicks
Title: Affordable Housing Admin

UNITED WAY OF NORTHEAST FLORIDA, INC., a Florida not-for-profit corporation

By: _____
Name: Melanie Patz
Title: President and CEO

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Encumbrance and funding information for internal City use:

Account or PO Number:

1Cloud Account for Certification of Funds	Amount

The above stated amount is the maximum fixed monetary amount of the foregoing contract. It shall not be encumbered by the contract. It shall be encumbered by one or more subsequently issued purchase orders that must reference the contract. All financial examinations and funds control checking will be made at the time such purchase orders are issued.

In accordance with section 24.103(e), Jacksonville Ordinance Code, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing contract; provided, however, this certification is not, nor shall it be interpreted as, an encumbrance of funding under the contract. Actual encumbrances shall be made by subsequent purchase orders as specified in the contract.

a/a Sauls for Anna Brosche

Director of Finance
City Contract # 71510-24

Form Approved:

Office of General Counsel

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LIST OF CONTRACT ATTACHMENTS AND EXHIBITS

Attachment A Scope of Services/Deliverables (Term Sheet)

Attachment B Price Sheet

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ATTACHMENT A
Scope of Services/Deliverables

UNITED WAY OF NORTHEAST FLORIDA, INC. – EVICTION DIVERSION PROGRAM

FY 2024-2026 City Grant Term Sheet

Grant Recipient: United Way of Northeast Florida, Inc. ("United Way" or "Recipient")

Program Name: Eviction Diversion Program (the "Program")

City Funding Request: $2,000,000.00

Contract/Grant Term: October 1, 2024 – September 30, 2026

Any substantial change to this FY 2024-2026 City Grant Proposal Term Sheet (the "Term Sheet") or a budget change not within 10% of the attached Program budget line-items will require City Council approval.

PROGRAM OVERVIEW:

In partnership with the City of Jacksonville, The LJD Jewish Family & Community Services, Inc., Jacksonville Area Legal Aid, the Fourth Judicial Circuit Court, and the Duval County Clerk's Office, United Way of Northeast Florida serves as the fiscal agent for the first-of-its-kind Eviction Diversion program in Jacksonville. It is the first stand-alone, court-integrated, statutorily compliant eviction diversion program in the State of Florida. Implemented following the work of Mayor Deegan and the City Council's Special Committee on Critical Quality of Life Issues (CQLI), the Collaborative takes an innovative housing-based approach to homelessness. Through early intervention in the eviction process, we provide qualifying tenants with comprehensive wrap-around supports including legal assistance, emergency rental assistance, access to food, and community referrals to keep residents housed before an eviction can escalate and overcome their financial emergency to achieve self-sustainability.
Duval County is the eviction filing capital in Florida, with 15,166 evictions filed through Duval County's Court in 2023. The lessons learned from the Jacksonville Eviction Diversion Collaborative have found that not only is eviction diversion through emergency rental assistance more effective but is also the fiscally responsible strategy to mitigate homelessness. Beyond financial savings, eviction diversion provides crucial stability for individuals and families, allowing them to maintain employment, education, credit ratings, ability to secure future housing, and overall well-being. It also reduces the burden on emergency shelters, healthcare systems, and social services, fostering healthier and more resilient communities.

The Jacksonville Eviction Diversion Collaborative aims to serve at least 250 families and decrease the number of evictions filed. For 2024, we are currently on pace to reach 13,820 filings, which is a 9% decrease in filings from 2023.

Applicants must meet the following requirements as described in the RFP to be eligible for receipt of financial assistance through the City of Jacksonville's Rental Assistance and Eviction Diversion Program. Documentation is required to confirm eligibility.

Eligible applicants must be:

- A U.S. Citizen or Legal Resident Alien
- A resident of Duval County (including the Beaches and Town of Baldwin)

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- Delinquent on the payment of rent, certain utilities and/or home energy costs, resulting in the potential for non-payment notice and resulting filing of an eviction in Duval County
- Part of an "Eligible household" is defined as follows:
  - Household must include one (1) or more individuals who are obligated to pay rent on a residential dwelling in Duval County;
  - United Way and its partners must also make a determination that:
    - One (1) or more individuals within the household is:
      - a child under the age of 18 years, a senior over the age of 60 years, Veteran, or disabled adult
      - experienced a temporary reduction in household income, incurred significant costs, or experienced other financial hardship and can attest to such in writing;
    - can demonstrate an imminent risk of homelessness as evidenced by an eviction notice being served on the tenant or the landlord filing an eviction lawsuit at the Duval County Courthouse
    - The household has a household income that is equal to or below the ALICE threshold based on household composition.
    - Any household receiving Eviction Diversion Funds, mitigating immediate risk of homelessness, will clearly be able to demonstrate their ability to financially remain housed after funds have been disbursed.

PROGRAM SCOPE OF WORK AND DELIVERABLES:

The Jacksonville Eviction Diversion Collaborative program's innovative design and infrastructure proactively intervenes and prevents eviction by embedding dedicated eviction diversion facilitators within the Fourth Judicial Circuit in Duval County. Positioned within the Court Administration, four dedicated case managers (facilitators) will swiftly identify eligible eviction cases, applying established criteria to minimize evictions. Their roles involve thorough screening to assess a tenant's ability to meet future rent obligations once housing assistance resolves current arrears, and processes disbursements payments directly to landlords. Up to four months of rent and/or utility payments will be provided to ensure a family reaches stability and is not evicted. Working closely with litigants, attorneys, and Judges' offices, the facilitators will coordinate all assistance efforts, reporting directly to the Trial Court Administrator and Administrative County Court Judge. Additionally, tenants are referred to local service providers as needed, offering comprehensive support services and a housing stability case plan aimed at fostering self-sustainability. This coordinated approach aims to divert evictions effectively before default judgments occur, ensuring a streamlined and impactful eviction diversion process, and supporting a coordinated approach to community resources for resident self-sustainability. The facilitators will spend 100% of their time coordinating this project, ensuring clients meet Program criteria, contacting landlords, facilitating payment of rent or utilities to stabilize the family, making referrals to additional services needed for family stabilization, maintaining records, and tracking outcomes.

Jacksonville Area Legal Aid (JALA) will undertake a range of essential activities to fulfill its role in ensuring families can maintain stable housing. JALA will conduct thorough assessments of cases to determine the legal grounds and potential defenses available to tenants facing eviction. This involves providing legal consultations to tenants, reviewing lease agreements, eligibility for housing subsidies, and identifying any violations of housing laws or tenant rights. JALA's attorneys will then offer legal representation to tenants as needed, representing them in court proceedings and advocating for their rights and interests before judges. Additionally, JALA will work proactively to negotiate agreements between landlords and tenants, seeking alternatives to eviction such as repayment plans or lease modifications. Throughout the process, JALA will provide ongoing legal support and guidance to empower families to assert their rights and navigate the complexities of the eviction process effectively. Ultimately, JALA's efforts will aim to secure favorable outcomes for tenants, ensuring they can remain stably housed in their homes and avoid the devastating consequences of eviction.

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As the leading organization, United Way will provide continuous monitoring and evaluation of the program's impact and effectiveness, convening partners monthly to ensure seamless program operations. United Way will lead on ensuring program is in full compliance with all requirements outlined by the City of Jacksonville. The 211 Database Manager will fulfill reporting requirements to funding partners, maintaining transparency and accountability throughout the program's implementation. In partnership with United Way, all collaborative partners will leverage funding sources and continue to advocate and seek out additional funding from public/private resources for direct client assistance and program sustainability, thereby expanding its reach and impact in preventing evictions within the community.

Results Statement

United Way and its partners will evaluate the effectives of the initiative at diverting evictions through measurement and reporting of the following metrics:

- Number of families who avoid eviction and remain in their homes
- Number of families remain in their same homes 6 months after receiving eviction diversion assistance according to JEA utility records
- Number of community referrals for each participant
- Attempts will be made to contact individuals who no longer remain in their homes six months after receiving eviction diversion funding to determine the cause of their move
- Number of landlords who proactively seek eviction diversion assistance for their renters

PROGRAM COSTS/PAYMENT TERMS:

- **$1,587,500.00** of funding through this contract will be used for rent and utility payments made directly to landlords and utility companies for the purpose of diverting eviction cases and keeping the family stably housed.
- **$336,500.00** of funding will be used for 3.5 court administration-based Facilitators @ 100% of time
- The remaining **$76,000.00** will be used for database support and programmatic expenses as lead administrator and fiscal agent.

PROGRAM IMPACT & REPORTING:

Data Collection/Records Retention

United Way and Jewish Family and Community Services will collect information from each applicant/household and retain records for a minimum of five years on the following:

- Address of the rental unit;
- Name, address, 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;
- Copy of signed rental agreement;
- Ledger of rental payments provided by Landlord;
- Property Appraiser Ownership Confirmation;
- Rental Assistance Application Signed by Tenant and Landlord

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Fraud Detection System

United Way and Jewish Family and Community Services will collect a signed lease identifying the property and tenant, a ledger of payments by Tenant to Landlord, and a signed rental assistance agreement on which the Tenant and Landlord attest to the amount owed to the Landlord and that the Landlord does not live in the property nor is a relative of the Tenant. Landlord will be verified as owner of the rental property address on the lease via review of property appraiser data. All cases where fraud is identified or suspected will be referred to Jacksonville Area Legal Aid for review and potential referral for prosecution. Any instances where Landlord is not verified as owner of the property or the ledger of rental payments and signed Rental Assistance Agreement are not in agreement, rental or utility assistance will not be paid, and Landlord will be reported to Jacksonville Sheriff's Office, City of Jacksonville and Office of Inspector General.

United Way and its partners will participate in fraud detection training provided by the City of Jacksonville and Jewish Family and Community Services will utilize case management and document storage software.

Evaluation

United Way and its partners will evaluate the effectives of the initiative at diverting evictions through measurement and reporting of the following metrics:

- Number of families who avoid eviction and remain in their homes
- Number of families who remain in their same homes 6 months after receiving eviction diversion assistance according to JEA utility records
- Attempts will be made to contact individuals who no longer remain in their homes six months after receiving eviction diversion funding to determine the cause of their move
- Number of landlords who proactively seek eviction diversion assistance for their renters

ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or a budget change not within 10% of the attached Program budget line-items will require City Council approval.

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ATTACHMENT B
Price Sheet

BUDGET FORM

SOURCES OF REVENUES	PROPOSED
A. FUNDS REQUESTED	$ 2,000,000.00
B. SOURCES OF MATCHING FUNDS	
1 Florida Funding Legal Aid (FFLA)	$ 129,250.00
2 United Way of Northeast Florida	$ 80,000.00
3 UJD Jewish Family & Community Services	$ 111,250.00
TOTAL SOURCES OF REVENUE	$ 2,320,500.00

Agency Name: City of Jacksonville Neighborhoods Department

Project Name: Jacksonville Eviction Diversion Collaborative

Project Type: Public Service

Contractor's Name: United Way of Northeast Florida
Attn Melanie Patz
40 East Adams Streate Ste 310
Jacksonville, Florida 32202

ITEM #	DESCRIPTION OF WORK	TOTAL PROJECT COST	A FUNDS REQUESTED	B SOURCES OF MATCHING FUNDS: Florida Funding Legal Aid 1	United Way of Northeast Florida 2	UJD Jewish Family & Community Services 3
1	3.5 court administration-based Facilitators @ $47,380 in Year 1, $48,802 in Year 2 @ 100% of time	$ 336,500.00	$ 336,500.00			
	UJD Jewish Family & Community Service's client wrap-around services to include leverged client financial assistance and food (for a family four) @ $165 and programmatic support calculated @ $280 = $445 unit cost per family x 250 families	$ 111,250.00	$ -			$ 111,250.00
2	Jacksonville Area Legal Aid legal services calculated at $517 unit cost per family x 250 families	$ 129,250.00	$ -	$ 129,250.00		
3	Wellsky Database @ $28,000/year x 2 years for secure case management, document storage, and reporting	$ 56,000.00	$ 28,000.00		$ 28,000.00	
4	Client Rental Assistance @ $6,050 average per family x 250 families	$ 1,512,500.00	$ 1,512,500.00			
5	Client Utility Assistance @ $300 average per family x 250 families	$ 75,000.00	$ 75,000.00			
6	UW 5% programmatic expenses as lead administrator and fiscal agent	$ 100,000.00	$ 48,000.00		$ 52,000.00	
7		$ -				
8		$ -				
9		$ -				
10		$ -				
11		$ -				
12		$ -				
13		$ -				
14		$ -				
15		$ -				
16		$ -				
17		$ -				
18		$ -				
19		$ -				
20		$ -				
21		$ -				
22		$ -				
23		$ -				
24		$ -				
25		$ -				
	TOTAL PROJECT COST	$ 2,320,500.00	$ 2,000,000.00	$ 129,250.00	$ 80,000.00	$ 111,250.00
	PERCENTAGE OF BUDGET	100%	86.2%	5.6%	3.4%	4.8%

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City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Emergency Rental Assistance and Eviction Diversion Program

Requested Action/Authority:

Recommend approval of award to the highest-ranking firm, United Way of NEFL, for Emergency Rental Assistance and Eviction Diversion Program. Total estimated initial award amount not to exceed $2,000,000.00. Period of service shall be date of contract execution and will continue for two (2) years with one (1) one year renewal option.

Justification/Explanation:

On July 24, 2024, the City of Jacksonville, Procurement Division received two (2) responses to the subject RFP. The evaluation committee has completed their review and recommends approval to move forward with United Way of NEFL as the highest evaluated bidder.

Legal Contract #:	N/A	Contract Date:	09/03/2024	Change Order/AMD #:	N/A		
PO/Release #:	N/A	Bid Date:	07/24/2024	Awarded Supplier:	United Way of NEFL		
Licenses Verified:	Yes	Effective Date:	10/01/2024	Basis of Award:	Highest Evaluated		
Federally Funded:	Yes	No. Invited:	23	Responses Received:	2	Attachments:	
Solicitation:	RFP-NONCON	ESC-0423	- 24	Procurement Contract #:	N/A	- N/A	
Executed By:	Office of General Counsel						
PoP:Base:	2 years	Options:	one (1) one-year renewal		Extension(s):	N/A	
JSEB Rec.:	Encouragement	%:	0	Bonds Waived Pursuant To:	N/A		

Fund: 11415	Center: 174281	Acct: 583010	Proj: 010349	Activity: 00000000	$ 2,000,000.00
Fund:	Center:	Acct:	Proj:	Activity:	$
Fund:	Center:	Acct:	Proj:	Activity:	$

New NTE/GMP: $ 2,000,000.00 Contingent Amount: $ 0 DMP/ODPO Amount: $ 0

Using Agency/BU: ERCD:HOUSING_AND_COMMUNITY_DEVELOPMENT

Concurrence:	Jeffrey, Travis	Title: CHIEF OF HOUSING AND COMMUNITY DEVELOPMENT	8/21/2024
Concurrence:		Title:	
Concurrence:		Title:	
Concurrence:		Title:	

Procurement Analyst/Buyer:	LeeAnn Warchol	Chief of Procurement:	8/27/2024
Name:	LeeAnn Warchol	Name:	Dustin L. Freeman

Part 2: JPAC Actions on Above Requests/Recommendations
All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve: 3

Members Who Disapprove: 0

Other Action: N/A

Date: 8/29/2024

Part 3: Final Awarding Authority Action

Action: Approved

Date: 8/29/2024

Signature: Karen Bowling

DS
Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Docusign Envelope ID: 073030FE-56DA-421F-9A15-F240C49675C3

Contract Purchase Agreement POA-71510-24

Agreement	POA-71510-24
Agreement Date	03-SEP-2024
Revision	0
Agreement Amount	2,000,000.00 USD
Solicitation Number	ESC-0423-24

Sold To
City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier
United Way of Northeast Florida, Inc.
40 East Adam Street Suite 310
JACKSONVILLE, FLORIDA 32202

Notes

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
22296	Net 30	Freight Prepaid	FOB Destination	Best Way
Start Date	**End Date**		**Confirm To**	
02-Sep-2024	30-Sep-2026		LeeAnn Warchol LWarchol@coj.net	

DRAFT

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division

Contract Purchase Agreement POA-71510-24 Change Order 2

Agreement	**POA-71510-24**
Agreement Date	**16-DEC-2024**
Change Order	**2**
Change Order Date	**30-SEP-2025**
Revision	**2**
Agreement Amount	**2,000,000.00 USD**
Solicitation Number	**ESC-0423-24**

Sold To
City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier
United Way of Northeast Florida, Inc.
40 East Adam Street Suite 310
JACKSONVILLE, FLORIDA 32202

Notes Emergency Rental Assistance and Eviction Diversion Program

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
22296	**Net 30**	**Freight Prepaid**	**FOB Destination**	**Best Way**
Start Date	End Date		Confirm To	
02-Sep-2024	**30-Sep-2026**		**Sandy Simpson** **ssimpson@coj.net**	

Attachments

Type	File Name or URL	Title	Description
File	Emergency Rental Assistance & Eviction Diversion Contract#71510-24 - United Way of NE Fla.pdf	Emergency Rental Assistance &	Fully Executed Contract
File	JPAC AWARD 8-29-24.pdf	JPAC AWARD 8-29-24.pdf	JPAC Award
File	United Way NE FL (Emergency Rental Assistance & eviction Diversion Program - _2m) Form Approved.pdf	United Way NE FL (Emergency Re	Contract

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division