

Presented by: AFC  
Presented: 02/11/2021  
Drafted by: R. Palmer III

**RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Resolution Serial No. 2941**

**A Resolution Amending the COVID-19 Emergency Individual Assistance Program Criteria.**

WHEREAS, the Assembly established the COVID-19 Emergency Individual Assistance Program with Ordinance 2020-09(Y)(b) on November 23, 2020; and

WHEREAS, the Assembly amended the COVID-19 Emergency Individual Assistance Program with Resolution 2931 on December 22, 2020; and

WHEREAS, upon consideration of the supplemental appropriation in Ordinance 2020-09(AL), this resolution is necessary to ensure that limited financial resources are spread throughout the community; and

WHEREAS, the COVID-19 Emergency Individual Assistance Program, as amended, is necessary due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19).

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

**Section 1. COVID-19 Emergency Individual Assistance Grant Program Criteria.** The program is subject to the following terms and conditions:

- (a) **Intent.** The intent of this grant program is to provide a simple application for financial support to people residing in the City and Borough of Juneau who have been financially harmed by COVID-19 and need assistance paying for basic needs like food, healthcare, nondiscretionary transportation, utilities, and housing from March 1 through December 30, 2020.
- (b) **Administration.** The Grant Administrator is Catholic Community Services. The Manager is authorized to execute an agreement with the Grant Administrator for disbursement of program funds. The Grant Administrator is responsible for assuring the program funds are disbursed only to eligible applicants. The Grant Administrator shall be provided a reasonable administration fee based on actual expenses, which are anticipated to be around \$40,000.00. The Grant Administrator shall provide the Manager with program status reports at

reasonable intervals. The Manager shall provide updates to the Finance Committee or Assembly. The Grant Administrator shall review applications, make eligibility determinations, and request grant disbursement from the City and Borough of Juneau for the eligible recipients.

(c) **Eligible Applicants.**

- (1) **Individuals residing in the CBJ.** This program is only open to individuals and not businesses. An applicant must be eighteen years of age or older and reside in the CBJ. An applicant applying for or with a dependent must be a parent or guardian with legal custody of the dependent. Residence in the CBJ may be established by voter registration in the CBJ, an Alaska driver's license with an address in the CBJ, or similar documentation.
- (2) **COVID-19 financial hardship.** The applicant must describe how the applicant has been financially harmed by COVID-19.
- (3) **Income and livability costs.** The applicant must provide sufficient proof of income and proof basic needs expenses, which may be self-attested.
- (4) **Additional information.** The Grant Administrator may request additional information from applicants when the application contains insufficient or contradictory information or the Grant Administrator may deem the application incomplete. The Grant Administrator shall not keep a copy of any income verification. The Grant Administrator shall notify applicants of incomplete applications. Incomplete applications have three working days to cure to keep the original application filing date; otherwise the application is deemed complete on the date it is cured.

(d) **Grants.**

- (1) **Amount.** The grant amount is determined by the following income levels:

Index	Income limit	Grant Amount
50% Area Median Income (AMI)	\$58,900	\$1000
40% AMI	\$47,120	\$1500
30% AMI	\$29,450	\$2000

- (2) **Dependent Grant Amount.** In addition to the grant amount identified in subsection (d)(1), each dependent of the applicant that is less than 18 years old qualifies for a \$300 grant. A dependent is only eligible for one \$300 grant even if more than one parent or guardian applies.
- (3) **Payment Process.** The Grant Administrator shall send, or instruct the City and Borough of Juneau to send, the grant payments to applicants. A grant for a dependent must be paid to the parent or guardian applicant.

- (e) **Exceptions.** The Grant Administrator, after receiving direction from the Manager or designee, has the authority to make reasonable exceptions that match the intent of this grant program.
- (f) **Confidentiality.** Except as provided in this ordinance, all application material submitted for this grant and all information contained therein shall be kept confidential except for inspection by:
  - (1) Employees, auditors, and agents of the City and Borough, including the Grant Administrator, whose job responsibilities are directly related to such applications and information;
  - (2) The applicant; and
  - (3) Court order.

However, nothing in this ordinance shall be construed to provide confidentiality to summary information about program status and effectiveness. Upon balancing the public’s right to know and privacy of disadvantaged individuals, this confidentiality provision is intended to provide the same level of confidentiality as provided in A.S. 47.05.020 and 7 AAC 37.030 (prohibition on disclosure of public assistance records).

- (g) **Priority.** Applications are processed on a first-come, first-served basis. The Grant Administrator will continue to expend funds until funds are fully exhausted.

**Section 2. Phase 2 of the COVID-19 Emergency Individual Assistance Grant Program Criteria.**

- (a) **Commencement of Phase 2.** Upon adoption of Ordinance 2020-09(AL), the COVID-19 Emergency Individual Assistance Grant Program shall enter Phase 2.
- (b) **Phase 2 Criteria.** Phase 2 of the COVID-19 Emergency Individual Assistance Grant Program follows the provisions of the existing Program (Section 1) except as provided below:
  - (1) Insert the following exclusion into the Eligible Applicant criteria:  
 “(5) **CBJ Housing Assistance Exclusion.** An individual who received a grant from the City and Borough of Juneau COVID-19 Housing Assistance Grant Program (Res. 2912(b)(am) and Ordinance 2020-09(Y)(b), as the same may be amended) is not eligible for a grant under Phase 2 of this Program.”

- (2) Amend the Grant Amounts provision (Section 1(d)(1)) as follows:


Index	Income limit	Grant Amount
50% Area Median Income (AMI)	\$58,900	\$500
40% AMI	\$47,120	\$750
30% AMI	\$29,450	\$1000

(3) Amend the Priority provision (Section 1(g)) as follows:

**“Priority.** The Grant Administrator must only consider applications received prior to December 15, 2020, that did not receive grants with the prior appropriation. The Grant Administrator must review and categorize the applications by the three income tiers in subsection (d)(1). The Grant Administrator shall award grants by tier in the following order: 30% or less AMI, between 30.1% AMI and 40% AMI, and then between 40.1% AMI and 50% AMI. Within each tier, the Grant Administrator shall award the grants in the order in which the applications were received.”

**Section 3. Effective Date.** This resolution shall become effective immediately after its adoption.

Adopted this 11<sup>th</sup> day of February, 2021.

  
Beth A. Weldon, Mayor

Attest:

*for:*  Deputy Clerk  
Elizabeth J. McEwen, Municipal Clerk