



## **MIDPEN RESIDENT RESILIENCY FUND GUIDELINES AND PROCEDURES**

### **I. GENERAL OVERVIEW**

MidPen Services may, in its discretion, award funds to households participating in the MidPen Resident Resiliency Fund, paid directly to residents. Resident Resiliency Fund Awards will be made only from funds designated as Resident Resiliency Funds administered in accordance to these Guidelines and Procedures.

In all cases, the Resident Resiliency Fund Selection Committee, a committee of MidPen Services personnel, will independently review and approve all Resident Resiliency Fund Applications to ensure that they are consistent with these Guidelines and Procedures, the purpose of the Resident Resiliency Fund program, and the operational standards of MidPen Resident Services. The Resident Resiliency Fund Selection Committee will evaluate complete applications and select recipients considering eligibility requirements for the Resident Resiliency Fund. Decisions of the Resident Resiliency Fund Selection Committee are final and are not subject to appeal. No application feedback will be provided.

Eligible households will receive up to a maximum of \$700 (\$400 for households with 2 or fewer individuals, \$700 for households with 3 or more members). The Resident Resiliency Fund will award one micro-grant per household per the year 2020. Submission of an application does not guarantee a Resident Resiliency Fund Award; MidPen Resident Services makes no representation, promise, or guarantee of the amount of any specific Resident Resiliency Fund award until the Resident Resiliency Fund is actually awarded. MidPen Resident Services does not guarantee the source of funding for awards.

The Resident Resiliency Fund Selection Committee will evaluate all completed applications submitted within the designated application window.

### **II. SELECTION PROCESS**

#### **A. Resident Resiliency Funds**

MidPen Resident Services solicits and secures funds from private donors, nonprofit organizations, and/or for-profit businesses for its Resident Resiliency Fund. Donors to the Resident Resiliency Fund will not be part of the Resident Resiliency Selection Committee, will not review applications, and will not be afforded an opportunity to influence eligibility criteria, select award recipients, or to comment on individual applicants. Awards will not, under any circumstances, be made from any fund that qualifies as a donor-advised fund within the meaning of the federal tax rules.

#### **B. Resident Resiliency Selection Committee**

The Resident Resiliency Fund Selection Committee, a committee of MidPen Resident Services personnel, will supervise the administration of the Resident Resiliency Funds in accordance with these Guidelines and Procedures. Staff or representatives of MidPen Property Management will not be a part of the Resident Resiliency Fund Selection Committee. Donors to the Resident Resiliency Fund will not be a part of the Resident Resiliency Selection Committee. The Resident Resiliency Fund Selection Committee will independently review and approve Resident Resiliency Fund Applications.



### **C. Eligibility Criteria**

MidPen Resident Services develops and has final approval authority over all Resident Resiliency Fund application documents and the criteria used to select Resident Resiliency Fund recipients. Eligibility criteria are nondiscriminatory, and reasonably related to the purposes of the Resident Resiliency Fund program.

All applicants must submit a complete Resident Resiliency Fund Application, which includes applicant contact and eligibility information, as well as required supporting materials, to be considered for an award. Applicants must be financially affected by COVID-19 and provide required supporting materials. Required supporting materials that demonstrate financial hardship due to COVID-19 are defined as, but not limited to: a letter from employer showing loss of work/furlough/reduced pay or hours, paystubs showing reduced pay/hours, bank statements demonstrating a reduction or loss of assets, receipts showing increased costs related to COVID-19 (e.g. day care, medical expenses), self-affidavit if self-employed.

The Resident Resiliency Fund Selection Committee will verify the applicant's current tenancy at a MidPen Housing property at the time of the application submission and award approval. The Resident Resiliency Fund Selection Committee will not consider the race, creed, age, sex, or any other criteria prohibited by state or federal legislation when selecting Resident Resiliency Fund recipients. The Resident Resiliency Fund Selection Committee will verify that applicant has not had any filed 3-day notices to pay or quit in the previous 12 months. The Resident Resiliency Fund Selection Committee will verify that the applicant's household is not facing active eviction from MidPen Housing at the time of application submission and award approval.

No individuals have been earmarked to receive Resident Resiliency Fund awards.

MidPen employees, MidPen employees who reside at MidPen Housing properties and their household members, or any person who is a disqualified person with respect to MidPen within the meaning of Internal Review Code §4946(a) are not eligible for Resident Resiliency Fund awards. Relatives of any beneficial parties to any current donors for Resident Resiliency Funds are also not eligible to apply—see Nondiscriminatory Policy section.

## **III. SELECTION PROCEDURES**

### **A. Review and Scoring of Resident Resiliency Fund Applications**

The Resident Resiliency Fund Selection Committee will meet one or more times during the designated application window to review Resident Resiliency Fund Applications. The Resident Resiliency Fund Selection Committee will process evaluations in the order received, evaluate complete applications, and select recipients considering eligibility requirements for the Resident Resiliency Fund. Decisions of the Resident Resiliency Selection Committee are final and are not subject to appeal. During the application window, applications will not be reviewed nor can they be resubmitted if incomplete. No application feedback will be provided.

Awards will be \$400 per households with 2 or fewer individuals, \$700 per household with 3 or more members. The Resident Resiliency Fund will award one micro-grant per household per the year 2020. Submission of an application does not guarantee a Resident Resiliency Fund Award; MidPen Resident Services makes no representation, promise, or guarantee of the amount of any specific Resident Resiliency Fund Award until the Resident Resiliency Fund is actually awarded. MidPen Resident Services does not guarantee the source of funding for awards.

If an application is found to be incomplete, it will be considered ineligible for further review and evaluation and the Resident Resiliency Fund Selection Committee will notify him/her in writing. If, for any reason, an applicant is found to be ineligible for a Resident Resiliency Fund award, the Resident Resiliency Fund Selection Committee will notify him/her in writing. The Resident Resiliency Fund Selection Committee will not provide application feedback.



## **B. Notification of Awards**

Complete, submitted Resident Resiliency Fund Applications will be evaluated by the Resident Resiliency Fund Selection Committee. If an application is selected and approved, the Resident Resiliency Fund Selection Committee will provide the applicant with a letter notifying him/her of the award that specifies awarded funds (\$400 per households with 2 or fewer individuals, \$700 per household with 3 or more members). The letter will describe that the funds will be dispersed directly to the applicant who has submitted the Resident Resiliency Fund Application.

At the time of the notification letter, the recipient will also be provided with instructions to complete an acknowledgement of award notice and confirm contact and mailing information. The recipient will be required to contact MidPen Resident Services indicating his/her acceptance of the award within 6 days. Upon acknowledgement from approved applicant, the Resident Resiliency Fund Selection Committee will commence the award disbursement process to ensure that the funds are dispersed to the applicant in as timely a manner as possible.

## **C. Notification of Funding Availability**

MidPen Resident Services personnel will inform residents about the Resident Resiliency Fund as funding is available. Submission of an application does not guarantee a Resident Resiliency Fund award; MidPen Resident Services makes no representation, promise, or guarantee of the amount of any specific Resident Resiliency Fund award until the Resident Resiliency Fund Award is actually awarded. MidPen Resident Services does not guarantee the source of funding for awards.

MidPen Resident Services will notify residents in writing if funding for the Resident Resiliency Fund becomes unavailable or if the program is canceled at any time.

## **IV. DISPERSEMENT OF FINANCIAL AWARDS**

The Resident Resiliency Fund Selection Committee will submit a list of approved Resident Resiliency Fund Applications to MidPen Accounting for disbursement of award funds. Award funds, in the form of checks, will be mailed directly to approved applicants (individuals who completed, signed, and submitted a Resident Resiliency Fund Application). Mailings will consist of checks (up to approved amounts per household size) and a receipt letter.

## **V. NONDISCRIMINATORY POLICY**

Resident Resiliency Funds will be awarded on an objective and nondiscriminatory basis consistent with the meaning of Internal Revenue Code §4945 and Treasury Regulation §53.4945-4(b). MidPen employees, MidPen employees who reside at MidPen Housing properties and their household members, or any person who is a disqualified person with respect to MidPen within the meaning of Internal Revenue Code §4946(a) are not eligible to apply for Resident Resiliency Funds. Relatives or beneficial parties of donors to the Resident Resiliency Fund are not eligible for Resident Resiliency Funds.

## **VI. RECORDKEEPING**

MidPen Resident Services will keep records, which will include:

- All information that MidPen Services secures to evaluate the eligibility and qualification of Resident Resiliency Fund applicants
- The name, address, and other contact information for each award applicant/recipient
- Any information on relationships that would cause the award applicant/recipient to be a disqualified person with respect to MidPen Resident Services within the meaning of Internal Review Code @4946(a)
- The amount of each award awarded
- A copy of the letter notifying the recipient of the award



- A copy of the acknowledgement form indicating the recipient's acceptance of the award
- A copy of the award check receipt letter

## **VII. CONFIDENTIALITY**

All applicant information and award recipient information will be kept confidential by MidPen Resident Services. MidPen Resident Services will use applicant information for Resident Resiliency Fund monitoring and evaluation. In order for MidPen Resident Services to disclose information regarding an applicant or their likeness for marketing purposes, the applicant must confirm their consent on the Media Consent form submitted with their Resident Resiliency Fund Application.