

**Item 4 Exhibit B**  
**SCOPE OF SERVICE**

**LOS ANGELES COUNTY RENT RELIEF ASSISTANCE PROGRAM**

Michael Baker International staff will assist 70 clients as part of the Los Angeles County Rent Relief Assistance Program. The Los Angeles County Rent Relief Assistance Program (Program) provides rental assistance to income-eligible households financially impacted due to a loss of household income and are unable to pay their rent due to the COVID-19 pandemic.

Upon receiving referrals from 211 LA, Michael Baker staff will: 1) Contact applicants and obtain completed Tenant Application; 2) Review Tenant Application and ensure it is complete and accurate; 3) Obtain all necessary Program Documents to support Tenant Application and 4) Update client profile in 211 LA's system. Program Documents include:

- A copy of the Tenant's current residential lease agreement for the address in the Application. If this is not available, the Property Owner may furnish other documents that substantiate the monthly rental amounts that have paid and/or are to be paid by the Tenant.
- Tenant Notice to Property Owner of inability to pay rent due to COVID-19 emergency.
- A completed Vendor Registration, including W-9 form, from the Property Owner in order to proceed with payment of rent.
- A signed Program Participation-payment Acceptance Agreement from the Property Owner in order to proceed with payment of rent. Once documents are reviewed and eligibility of the applicant is determined, City will submit the Program Documents to the LACDA. Upon approval of the Program Documents, the LACDA will issue payments to the Property Owners on behalf of the applicants.