

## Draft - Emergency Rental Assistance Program

In response to the loss of income to households due to Covid-19, this program has been created and funded by the Towns of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ utilizing their Community Preservation Act or other non-federal funds. This program seeks to be efficient and responsive. It is temporary in nature. Applicants are eligible for:

- Up to three months rental assistance (future or arrearage payments beginning 3/1/20)
- Amounts available are:
  - o \$750 / month for a 1-bedroom
  - o \$950 / month for a 2-bedroom
  - o \$1150 / month for a 3-bedroom

### **Household Eligibility**

#### **“Eligible” Household**

An eligible household is one that:

- Has reduced income because of Covid-19
- Earns less than 80% of Area Median Income
- Households currently receiving government-funded rental assistance such as Section 8, MRVP or RAFT are not eligible. Households living in units subsidized with Project Based Section 8 shall not be eligible.

A “household” shall mean an individual or two or more persons who will live regularly in the unit as their principal residence and who are related by blood, marriage, law, or who have otherwise evidenced a stable inter-dependent relationship.

#### **Income and Asset Eligibility**

The total income of the applicant and all other members of the applicant’s household over the age of eighteen (18) may not exceed 80% of the Area Median Income for the greater Boston area adjusted for family size. An applicant’s total household income cannot exceed the following limits:

Household size	1 person	2 person	3 person	4 person	5 person	6 person
Income Limit 80% area median	\$67,400	\$77,000	\$86,650	\$96,250	\$103,950	\$111,650

### **Process**

- All potential participants must complete an application and attach requested documents prior to the deadline. All complete applications will be entered into a lottery.
- Assistance with the submission of the application is available to those with limited computer access.

- Applicants have the right to request a reasonable accommodation(s), which may include a change to a rule, policy, procedure or practice to afford a person with a disability an equal opportunity to participate fully in the housing program or to use and enjoy the housing.
- Free language assistance is available to households with limited English proficiency.
- The Lottery will be held via zoom. Applicants will be given access to the zoom meeting.
- All applicants will then be drawn and assigned a Lottery Wait List number in the order they were drawn.
- The list will then be reviewed for re-ordering based on any funder-designated preferences, creating a Reordered Lottery Wait List.
- Starting at the top of the list, households will be offered the opportunity to enter into a Rental Assistance Agreement with their landlord and Metro West CD in the order listed on the Reordered Lottery Wait List.
- If the household is unable to execute a Rental Assistance Agreement within five days of being offered the assistance they will be removed from the Reordered Lottery Wait List and the next highest ranked household will be offered the opportunity.
- Metro West CD will proceed through the list in this manner until all funds are awarded.
- Households who contact the Metro West CD office after the deadline will be added to the bottom of the Re-ordered Lottery Wait List in the order received.

Removal from the Lottery Wait List

- Households who do not respond to phone, e-mail, or mail inquiries or who do not respond to a request for additional information within the time frame provided shall be removed from the Lottery Wait List.

**Preferences**

Participating funders may have established additional preference categories. Those preferences shall be disclosed to all households prior to the lottery.

**Affirmative Marketing Methods**

Metro West CD does not discriminate on the basis of race, color, religion, national origin, disability, familial status, sex, age, marital status, children, sexual orientation, genetic information, gender identify, ancestry, veteran/military status or membership.

Marketing Activities

Marketing activities will be conducted for a two-week period beginning \_\_\_\_\_ and ending \_\_\_\_\_, 2020. Efforts consist of:

- 1) Town Covid-Response website pages
- 2) Email outreach to local employers and non-profit organizations, housing developments with affordable units, and legislative delegations in each participating community.

Applications will be available on-line at the Metro West CD website, or via paper and the US Postal Service. In all cases the process begins by contacting the Metro West CD office. The staff of Metro West CD are available to assist individuals in the completion of their application and are able to accommodate households with disabilities that may impede their ability to complete

the application. Metro West CD staff can also arrange for assistance for households that have limited English proficiency. Applicants have the right to request a reasonable accommodation, which may include a change to a policy, procedure or practice to afford a person with a disability an equal opportunity to participate fully in the housing program or to use and enjoy the housing.

## Emergency Rental Assistance Available in \_\_\_\_\_ (town)

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### **The Households**

Household income cannot exceed the following limits:

Household size	1 person	2 person	3 person	4 person	5 person	6 person
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### **The Process**

Website page – call Robyn for secure link

Or

Paper via USPS – call Robyn for paper application

TTY users please call 711.

FREE TRANSLATION ASSISTANCE IS AVAILABLE: Call Robyn at 617-923-3505 x 5.

