



City of Emeryville

CALIFORNIA

COVID-19 EMERGENCY RENTAL ASSISTANCE PROGRAM GUIDELINES

Overview:

The purpose of the COVID-19 Emergency Rental Assistance Program (“Program”) is to mitigate potential homelessness and displacement of existing Emeryville Affected Residential Tenants that experience a decrease in household income due to the COVID-19 pandemic. The Program is the third prong to the tenant protections efforts the City of Emeryville has implemented to assist tenants during the COVID-19 pandemic. The other two measures include a moratorium on evictions and an ordinance requiring Landlords to offer repayment plans for any unpaid rent during the period the eviction moratorium is in effect. Funding to support the Program is provided by the Emeryville Disaster Fund and will support tenants’ rental payment needs upon the end of the Emeryville Eviction Moratorium.

Applicant Eligibility

To qualify for assistance, applicants must meet the following criteria:

- ✓ Resident of the City of Emeryville
- ✓ Have a Current Residential Lease Agreement
- ✓ Tenant is current on the rental payments due prior to the Emeryville Eviction Moratorium adopted by the City Council on March 19, 2020
- ✓ Tenant household income must be less than 100% of the area median income (AMI), as of March 4, 2020:

| | | | | |
|----------------|----------|----------|-----------|-----------|
| Household Size | 1 person | 2 person | 3 person | 4 person |
| Max HH Income | \$78,200 | \$89,350 | \$100,550 | \$111,700 |

- ✓ Household must have a documented loss of income related to COVID-19 impacts due to health, employment, or school/childcare closures as evidenced by the following:
 - Termination Notice
 - Payroll Check or Pay Stubs
 - Bank Statements
 - Medical Bills
 - Signed Letter from Employer explaining tenant(s) changed financial circumstances
- ✓ Self-Certification of tenant’s inability to pay the next month rent.

Special Restrictions

The following tenants/landlords are ineligible to participate in the Program:

- ✓ Section 8 Tenants, whose rental rate is based on their household income;
- ✓ Tenants that have received assistance in another Rental Assistance Program since March 4, 2020;

- ✓ Tenants that are Immediate Relatives, through blood or marriage (i.e. Child, Parent, Sister, Brother, Grandparent, Aunt, Uncle) of the Owner;
- ✓ Single owner-occupied residence, when the owner-occupant rents or leases two (2) or fewer bedrooms to one (1) or more lodgers and does not have a valid Residential Landlord Business license pursuant to Chapter 1 of Title 3 of the Emeryville Municipal Code

Program Assistance

- ✓ Rental relief assistance will be provided in an amount that is the lesser of the Tenant’s actual rent or the maximum affordable rent for the unit size, based on need.

| Unit Size | Studio | 1 Bedroom | 2 Bedroom | 3 Bedroom |
|---------------------------------------|---------|-----------|-----------|-----------|
| Max Monthly Rent | \$1,955 | \$2,234 | \$2,514 | \$2,793 |
| Max Allocation based on 2 Months Rent | \$3,910 | \$4,468 | \$5,028 | \$5,585 |

- ✓ If the Tenants rental rate exceeds the maximum affordable rent for the applicable unit size, then the Tenant will be required to remit the difference to the Landlord prior to the City dispersing funds.
- ✓ Funds will be dispersed directly to the Landlord, unless alternative arrangements authorizing payment to the Tenant are approved by the City
 - If alternative arrangement are authorized by the City allowing the payment to be directed to the Tenant, the Tenant must do the following or be subject to repayment:
 - Be in good standing with the Landlord
 - Provide verification of payment of rent in the amount issued within 10 business days. Eligible Sources of Verification of Rent include:
 - Cancelled Check
 - Bank Statement
 - Written verification from Landlord
- ✓ Prior to the release of funds, the City must receive the following documents:
 - W-9 from the Landlord (Tenant in special circumstances)
 - Executed Rental Assistance Agreement from the Tenant
- ✓ Funds will be provided in the form of a Grant

Program Process

- ✓ Submit Application to the City electronically. Application must include:
 - Identification for the Tenant on the Lease Agreement
 - Verification of Household Size and Income
 - Copy of current Lease Agreement
 - Verification of the most recent rental payment made immediately preceding March 19, 2020.

- Cancelled Check
- Bank Statement
- Written verification from Landlord
- Verification of documented loss of income related to COVID-19
- ✓ City reviews application and verifies household eligibility
- ✓ After a preliminary interview, City will contact the Owner/Landlord to confirm tenant's place of residence and rental amount
- ✓ City will notify the tenant of the status of their application and email them and the Landlord required program approval documents to be executed
- ✓ City issues payment directly to the Landlord

Programmatic Evaluation

- ✓ In order to determine the effectiveness of the COVID-19 Emergency Rental Assistance Program, the Program Provider in conjunction with the City will track and evaluate the following:
 - Applicant and Participant Eligibility to determine the number and percent of households at each income group (0-30%, 31-50% 51-80% and 81-100% AMI)
 - Applicant and Participant COVID-19 financial loss reason
 - Participants that comply with providing proof of rental payments
 - Survey Program Participants to determine their satisfaction with participating in the program and working with the Program Provider
 - Review of Eviction filings within 3 months of Eviction Moratorium and rate of evictions from program participants