

State Rent Relief Application Process



Presentation for Santa Clara County CADRE June 10, 2021

About Us



Project Sentinel, Inc. is a non-profit housing services agency serving many communities in Northern California. Neutral Landlord/Tenant Counseling and Dispute Resolution is one our core services. This includes supporting some Cities with the administration of their rent stabilization hearing and petition processes.

Emily Hislop, Special Programs Manager Joann Pham, Rent Stabilization Analyst

PLEASE NOTE: We are not able to offer legal advice or legal representation, but we can offer tips, best practices, and an overview of local and State laws. For legal services, please contact an attorney or a lawyer referral service.

Eligibility & Use of Funds



Who Qualifies and What is Covered?

- Impacted <u>tenant households</u> with incomes ≤ 80% of AMI
- Back and forward rent, utility payments and other housing expenses, including relocation expenses such as security deposits, renter applications, and hotel/motel stays

SANTA CLARA COUNTY								
# of Pers. in Household	1	2	3	4	5	6	7	8
Extremely Low (30% AMI)	34,800	39,800	44,750	49,700	53,700	57,700	61,650	65,650
Very Low Income (50% AMI)	58,000	66,300	74,600	82,850	89,500	96,150	102,750	109,400
Low Income (80% AMI)	82,450	94,200	106,000	117,750	127,200	136,600	146,050	155,450
Median Income (100% AMI)	127,100	145,250	163,400	181,550	196,050	210,600	225,100	239,650

Starting Place for Santa Clara County

www.sccrenthelp.org

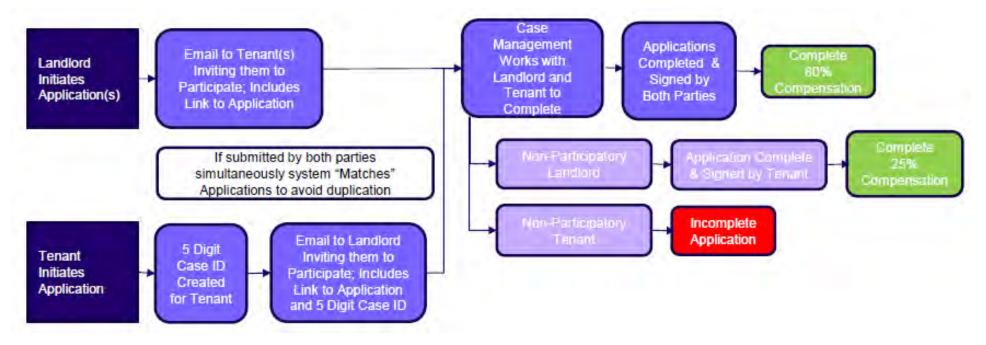
- ⇒ Tenants who earn ≤ 30% of AMI apply for relief through the local SCC program (and be connected to other programs they may qualify for)
- ⇒ Tenant who earn ≥ 30% (but ≤ 80%) of AMI apply through the **State program**

lousehold Size	If your Income	e (before taxes) is
1 person	Less than \$34,800	\$34,800 to \$82,450
2 people	Less than \$39,800	\$39,800 to \$94,200
3 people	Less than \$44,750	\$44,750 to \$106,000
4 people	Less than \$49,700	\$49,700 to \$117,750
5 people	Less than \$53,700	\$53,700 to \$127,200
6 people	Less than \$57,700	\$57,700 to \$136,600
7 people	Less than \$61,650	\$61,650 to \$146,050
8 people	Less than \$65,650	\$65,650 to \$155,450
	Apply through	Apply through
	SANTA CLARA COUNTY HOMELESSNESS PREVENTION SYSTEM COVID-19 RESPONSE	CA COVID-19 RENT RELIEF
	Apply Online at:	Apply Online at:
	PreventHomelessness org	Housing/sKey com
	OR	OR
	Call (408) 926-8885 to be	Call Catholic Charities of Santa
	connected to a local partner	Clara County at (408) 273-7478

Process for Applying (State Program)



- Both Landlords and Tenants may apply.
- Tenants <u>must</u> apply for funds to be disbursed.
- Landlords' and Tenants' applications are matched based on the Tenant property address.
- Case Managers will reach out to Landlords to determine their participation.
- Landlords are paid at least 80%* directly if they participate.
- Tenants are paid at least 25%* directly if Landlords do not participate.
- Utility providers are paid 100% directly if Tenants request utilities assistance.



TIPS ON APPLYING (State Program)



- Landlord and Tenant will need an email address to create an account and apply
- We encourage Landlords and Tenants to inform each other if initiating an application and provide their Case ID #s
- Emails regarding the application will come from "Neighborly Software"

 From:
 Sent:

 California COVID 19 Rent Rejief < no-reply@neighborlysoftware.com>
 Wednesday, April 14, 2021 425 PM



From: California COVID 19 Rent Reflet reply@neighborlysoftware.com
Sent: Wednesday, April 14, 2021 4:25 PM

To: Joann Pham
Subject: California COVID 19 Rent Relief: Please confirm your account

Thank you for registering your account with California COVID 19 Rent Relief. Please confirm your account by clicking here.

 We also encourage Landlords and Tenants to communicate and work together to complete the application!

Phases of Rent Relief Funds



"ERAP 1" (THIS PHASE)

- Max <u>15 months</u> of assistance
- Eviction moratorium during months of rental assistance requested only if Tenant found eligible for program
- Funds are offered to Landlords first if they participate
- Previously, administrators waited 10 days to determine Landlord participation before offering Tenants funds, but this has changed to 7 days

"ERAP 2" (NEXT PHASE)

- Max <u>18 months</u> of assistance (including assistance received during ERAP 1 round)
- Eviction moratorium for 30-90 days longer than period covered by ERA as condition of receiving payment (awaiting State legislation for exact number of days)
- Funds may be offered to Tenants first and immediately (depends on State legislation)
- High needs component (areas with job loss impact AND has high market rates)

ERAP 1 Tenant Application Updates



Changes went live on <u>Friday, June 4, 2021</u>, and were automatically implemented to pending applications.

- ✓ Sections have been reorganized
- ✓ Application is easier to complete, so will take less time
- ✓ Requires less paperwork you can attest with the click of a button now
- ✓ Includes "pop-up" tips throughout
- ✓ More explanations about how to input information.
- ✓ Applicants have 7 days to complete their applications, otherwise will be moved to a "nonresponsive status"

If your application has been moved to a "nonresponsive" status, contact <u>support@ca-rentrelief.com</u> or call (833) 430-2122 <u>to reactivate</u> your application.

- ✓ Provide your Name
- ✓ Provide your Application Case ID number

ERAP 1 Tenant Application Updates (cont.)



Changes to Section B. Applicant Information:

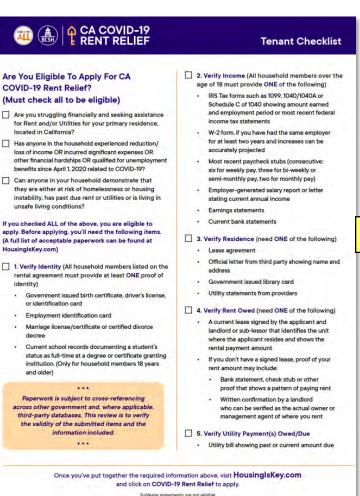
- ✓ Option to identify a representative who can check status and make revisions
- ✓ You will still need to add the representative under the "View Users" section Changes to Section D. Rent Assistance Requested
 - ✓ Clarification that late fees/penalties not allowed
 - ✓ Only one form of Landlord's contact information now required
- ✓ "Cash Income Certification" now possible no document upload required
 Changes to Sections F-H Utilities Assistance
- ✓ Utility statements can be uploaded even if not in applicant's name <u>Changes to Section K. Supporting Paperwork</u>
 - ✓ Proof of Legal Identity not required if income documentation was provided
 - ✓ Proof of Legal Identity not required if utilities assistance requested and utilities statements are in Tenant's name
 - ✓ Proof of Rent Owed not required if Tenant is certain Landlord is participating in program

BEFORE APPLYING



Review the Tenant Checklist, found here:

https://housing.ca.gov/pdf/covid19/tenant_checklist.pdf



- 1. Verify Identity (All household members listed on the rental agreement must provide at least ONE proof of identity)
 Government issued birth certificate, driver's license, or identification card
 Employment identification card
 - Marriage license/certificate or certified divorce decree
 - Current school records documenting a student's status as full-time at a degree or certificate granting institution. (Only for household members 18 years and older)
 - 2. Verify Income (All household members over the age of 18 must provide ONE of the following)
 - IRS Tax forms such as 1099, 1040/1040A or Schedule C of 1040 showing amount earned and employment period or most recent federal income tax statements
 - W-2 form, if you have had the same employer for at least two years and increases can be accurately projected
 - Most recent paycheck stubs (consecutive: six for weekly pay, three for bi-weekly or semi-monthly pay, two for monthly pay)
 - Employer-generated salary report or letter stating current annual income
 - Earnings statements
 - Current bank statements

- 3. Verify Residence (need ONE of the following)
- Lease agreement
- Official letter from third party showing name and address
- Government issued library card
- Utility statements from providers
- 4. Verify Rent Owed (need ONE of the following)
 - A current lease signed by the applicant and landlord or sub-lessor that identifies the unit where the applicant resides and shows the rental payment amount
 - If you don't have a signed lease, proof of your rent amount may include:
 - Bank statement, check stub or other proof that shows a pattern of paying rent
 - Written confirmation by a landlord who can be verified as the actual owner or management agent of where you rent
- 5. Verify Utility Payment(s) Owed/Due
 - Utility bill showing past or current amount due

Have Tenants received these forms?



The following documents should have been served on Tenants with unpaid rent accrued between March 1, 2020 to June 30, 2021:

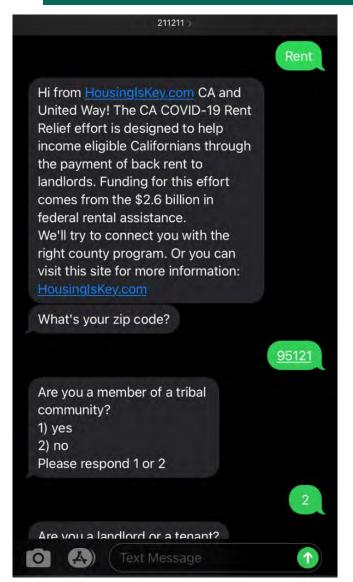
- ✓ Notice of Code of Civil Procedure Section 1179.04(b)
- √ 15-Day Notice to Pay or Quit (Non-payment of Rent)
- ✓ Declaration of COVID-19 Financial Distress (Blank)
- Landlords were required to serve the Notice of Code of Civil Procedure Section 1179.04(b) by February 28, 2021. If not, they still must serve with/before any Notice to Pay.
- The 15-Day Notice to Pay or Quit outlines which months Tenant has unpaid rent and those amounts for each month, and is not required to be served.
- The Declaration of COVID-19 Financial Distress form must be returned to the Landlord within 15 business days of receipt, if served by Landlord.

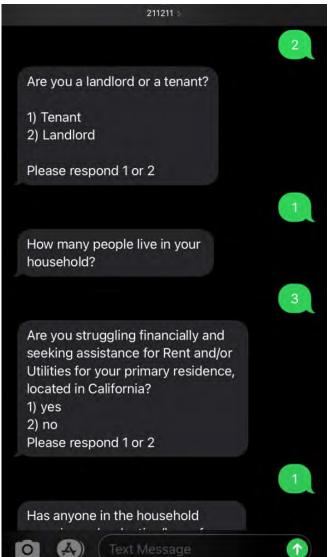
These forms are available here: https://housing.ca.gov/landlord/forms.html.

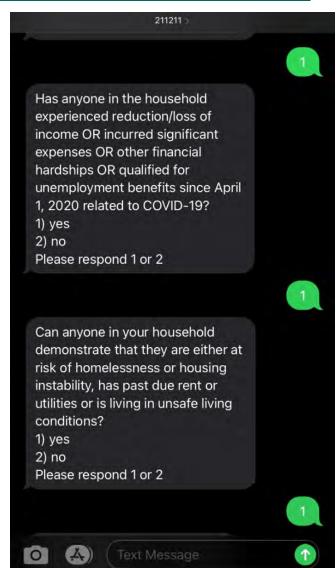
https://housing.ca.gov/landlord/forms.html.

Begin Process by Text - 211211





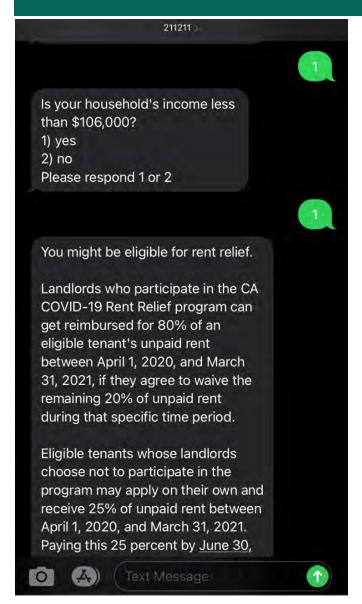


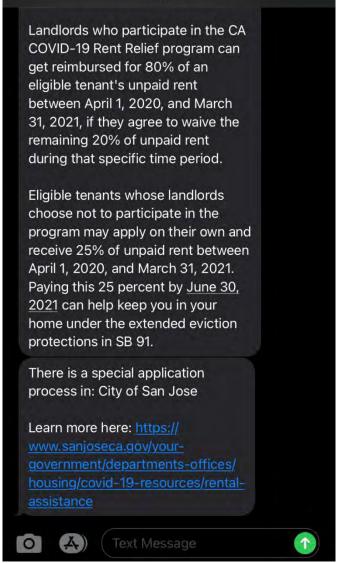


Text
"rent" to
211211
for initial
screening
questions.

Begin Process by Text (continued)





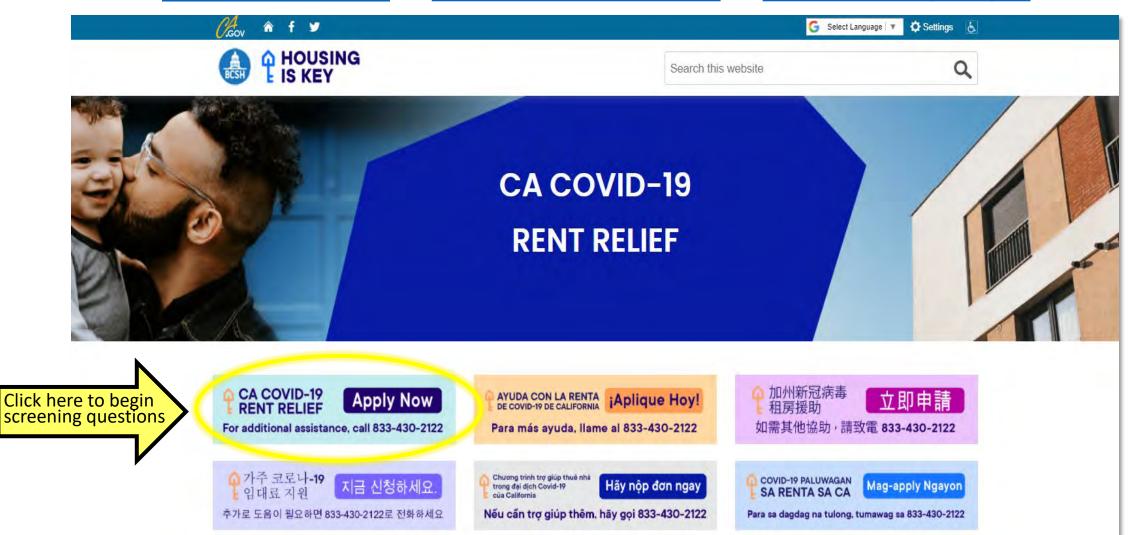


If your responses indicate you are eligible for rent relief, you will receive a link to the website where you can apply.

Begin Process Online



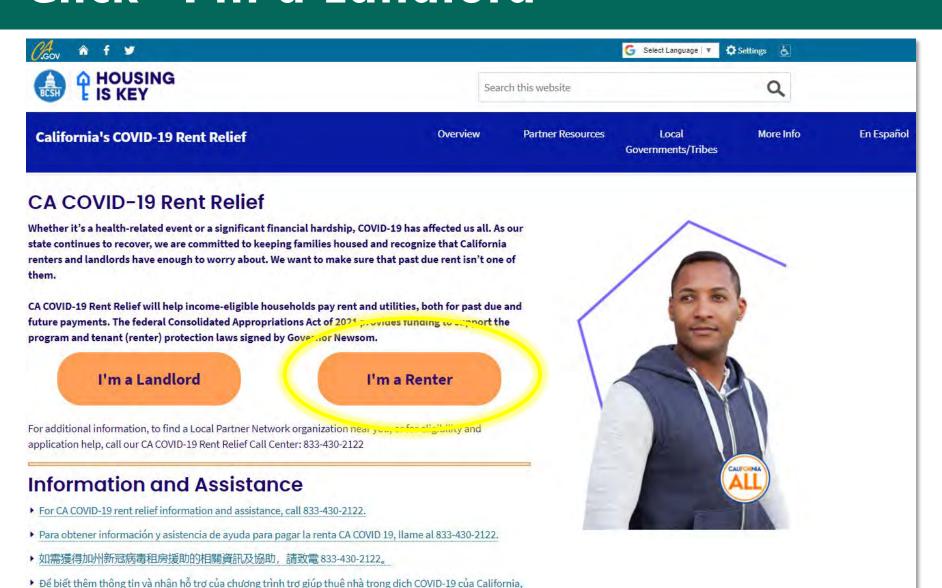
Go to housingiskey.com or laviviendaesclave.com or www.housing.ca.gov



Click "I'm a Landlord"

hãy gọi số 833-430-2122.





Click "New Application"





- ▶ A letter of termination from your job
- Most recent pay stub with employer's information
- ▶ Proof that you have applied for unemployment benefits
- Proof that your unemployment benefits have expired, including unemployment benefits provided through the CARES Act
- ▶ For those self-employed: tax records, income statements, or other evidence showing loss of income
- ▶ Other items will be considered
- ▶ CA COVID-19 PROGRAM INFORMATION

Laws enforced by the Department of Fair Employment and Housing (DFEH) protect you from illegal discrimination and harassment in housing based. If you believe you are a victim of illegal discrimination or harassment, please contact the DFEH at 800-884-1684 or www.dfeh.ca.gov.

Participation in, and funds provided through the rental assistance program will not impact other state or federal public assistance or benefits provided to the applicant.

Need help? Find an organization in my community that can help me apply.

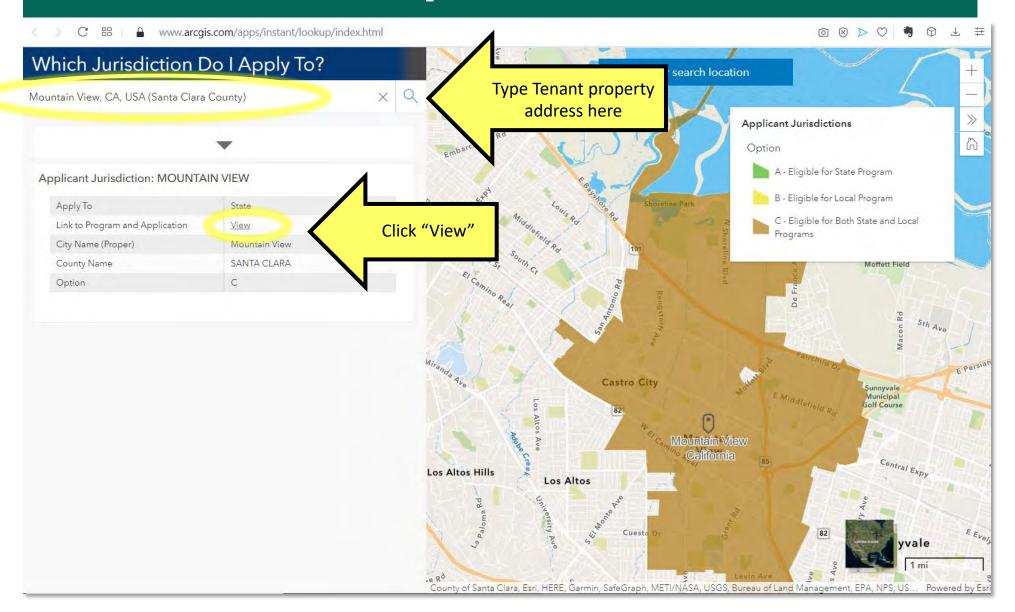
Find out if you are eligible for the CA COVID-19 Rent Relief program, or another rent relief program near you, by clicking the "New Application" button now.

New Application

Continue Application

Jurisdiction Map





Households ≤ 30% of AMI?



If the Tenant's household income is ≤ 30% AMI, you will be directed to the program administered by Santa Clara County, Homelessness Prevention System (HPS). The local program will cover the *same amounts* as the State program *and* will seek out additional support for the tenant to ensure housing stability.

Based on your responses, you live in a jurisdiction where your local program is administering their own rent relief funds for the income you have identified. Please apply to your local program http://www.preventhomelessness.org/.



Determination of Elibigibility



ELIGIBILITY QUESTIONNAIRE COMPLETE

You qualify for the CA COVID-19 Rental Relief program. Please proceed to the application. Before applying, you will need one of the following:

√ IRS W-9 Form

- ✓ Verify Residency: ONE of the following
 - Lease agreement
 - o State issued program id with license
 - o Official letter from third party showing name and address
 - o Government issued library card
 - o Utility statements from provider

✓ Verify Ownership: ONE of the following

- Property deeds
- Mortgage note
- Property tax forms
- o Homeowner insurance

✓ Verify Rent Owed: ONE of the following:

- A current lease signed by the applicant and the landlord or sublessor that identifies the unit where the applicant resides and establishes the rental payment amount.
- $\circ~$ In the absence of a signed lease, evidence of the amount of a rental payment may include:
 - Bank statements
 - Check stubs, or other documentation that reasonably establishes a pattern of paying rent
 - Written attestation by a landlord who can be verified as the legitimate owner or management agent of the unit

Apply Now

Register an Account





New users must first **REGISTER** their account before signing in to the portal.

To view this webpage and the application in your preferred language, click the "Register" or "Sign In" tab and select your language by clicking the red button to the right of the Email Address field above. For CA COVID-19 rent relief information and assistance, call 833-430-2122.

Para ver esta página web y la aplicación en su idioma preferido, haga clic en la pestaña "Registrarse" o "Iniciar Sesión" y seleccione su idioma haciendo clic en el botón rojo que se encuentra a la derecha de "Correo Electrónico" arriba. Para obtener información y asistencia de Ayuda Con La Renta de COVID-19 de California, flame al 833-430-2122.

使用您偏好的語言瀏覽此網頁及申請頁面。請點選"註冊"或

Sign In Register Chinese (Simplified) (Mandarin) Fmail Address Click this symbol to 7. A select a different preferred language. Re-enter Email Address English First Name Filipino (Tagalog) Last Name Password Korean Re-enter Password Spanish Continue Vietnamese

Your password must be a minimum of 12 characters, including an upper case and lower case letter, number and special character (@, #, \$, !). Your password should not be a single word in any dictionary, language, slang, dialect, jargon and it should not be solely based on easily guessed personal information, names of family members, pets, home phone number or address, etc.

Application Home Page



Good Afternoon,!



WELCOME TO THE CALIFORNIA COVID-19 RENT RELIEF PROGRAM.

The State of California is committed to accessibility for all applicants. If you require this material in an alternate format, have questions about the program, or require help please contact us at (833) 430-2122 or support@ca-rentrelief.com.

FYDIDES

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/iew/	Continue	an	Existing Application	

NAME

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2025 15	Watte	The shall	i can	2187.53	ENTINES	
176280	Joann Pham	Tenant: Rent & Utility Assistance	2021	01. Application in Progress	N/A	View / Edit
203044	Joann Pham	Landlord: Rental Assistance	2020	Application in Progress	N/A	View / Edit

Start a New Application

Tenant: Rent & Utility Assistance

Select this option if you are a **TENANT** applying for the CA COVID-19 Rent

Relief and Utility Assistance Program. This program is designed to

provide funds to renters delinquent on rent and utility payments due to

COVID-19 impacts

Click here to start a new application

Landlord: Remai Assistance Select this option if you are a LANDLORD who owns property in the State of California applying for the CA Covid-19 Rent Relief Program.

Click here to start a new application

View / Continu	e an Existing Appli					
CASE ID	NAME	PROGRAM	YEAR	STATUS	EXPIRES	
176280	Joann Pham	Tenant: Rent & Utility Assistance	2021	01, Application in Progress	N/A	View / Edit
203044	Joann Pham	Landlord: Rental Assistance	2020	Application in Progress	N/A	View / Edit

Start a New Application

Tenant: Rent & Utility Assistance

Select this option if you are a **TENANT** applying for the CA COVID-19 Rent
Relief and Utility Assistance Program. This program is designed to
provide funds to renters delinquent on rent and utility payments due to
COVID-19 impacts.

Click here to start a new application

Landlord: Rental Assistance

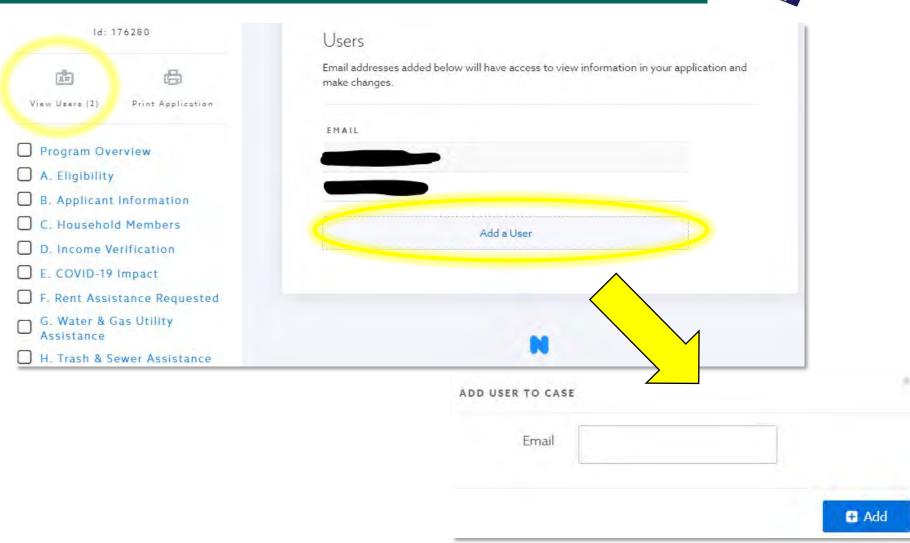
Select this option if you are a **LANDLORD** who owns property in the State of California applying for the CA Covid-19 Rent Relief Program.

Click here to start a new application

Adding Users



If you want a trusted person to have access and receive emails, add their email here, NOTE: They will be able to see everything and even sign the application. Once you click "add," an email will be sent to the person with an invitation to register for an account. They will see your application in the "existing application" section.



Application Sections



PREVIOUS CURRENT

- Program Overview* A. Eligibility B. Applicant Information C. Household Members D. Income Verification E. COVID-19 Impact F. Rent Assistance Requested G. Water & Gas Utility H. Trash & Sewer Assistance I. Electric & Other Utility Assistance J. Prior Assistance Received K. Other Required Paperwork Submit
- Program Overview* A. Eligibility B. Applicant Information C. COVID-19 Impact D. Rent Assistance Requested F. Prior Assistance Received F. Water & Gas Utility Assistance G. Trash & Sewer Assistance H. Electric & Other Utility Assistance I. Household Members J. Income K. Supporting Paperwork Submit



Save

Complete & Continue

Section A. Eligibility

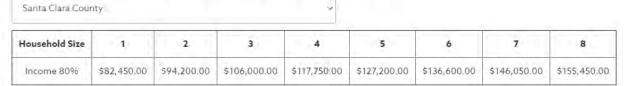


- This section has similar questions as the eligibility questionnaire.
- A.2. provides figures for 2021 AMI limits
- The "STOP" sign means the Tenant may not be eligible for the State's rent relief application.

A. Eligibility

The following questions will help determine whether your household meets basic eligibility for the California Covid-19 Rent Relief program.

- A.1. Are you seeking assistance for Rent and/or Utilities for your primary residence located in California?
- Yes
- O No
- A.2. Select your County below to display your County's Area Medium Income:



Based on the number of people in your household, is your household income below the income limit reflected in the table?

- Yes
- O No
- A.3. Some Cities and Counties are operating their own local rental assistance program. If you live in one of the cities or counties listed in the drop down below, you must apply to your local program. If your city or county is NOT listed below, continue to the next question.

City of San Jose



Thank you for applying to the state's CA COVID-19 Rent Relief Program. Your live in a jurisdiction where your local program is administering their own rent relief funds. Low-income residents should continue with this application. Extremely low-income residents can go to should apply to your local program by CLICKING HERE.

A.4. Some tribes are operating their own rental assistance program. Tribal members are encouraged to apply through their tribal programs. Please identify if you are a member of one of the following tribes.

I am not a member of a tribal community.

Eligibility for Santa Clara County Residents



Question A.3. indicates that Extremely Low-Income (ELI) residents must go to the local program to apply for rent relief. You may refer to this chart to help Tenants determine if they should apply through the Santa Clara County Homelessness Prevention System program. ELI applications <u>WILL</u> be rejected by the State program.

SANTA CLARA COUNTY								
# of Pers. in Household	1	2	3	4	5	6	7	8
Extremely Low (30% AMI)	34,800	39,800	44,750	49,700	53,700	57,700	61,650	65,650

A.3. Some Cities and Counties are operating their own local rental assistance program. If you live in one of the cities or counties listed in the drop down below, you must apply to your local program. If your city or county is NOT listed below, continue to the next question.

Santa Clara County

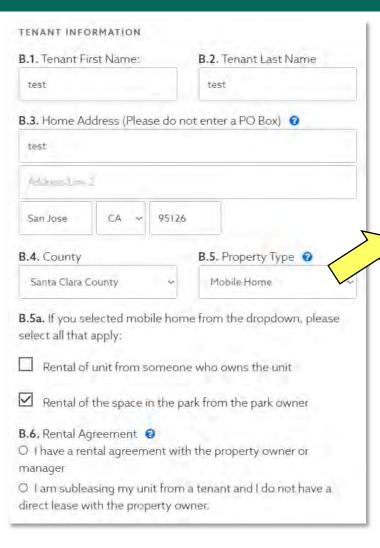


Thank you for applying to the state's CA COVID-19 Rent Relief Program. Your live in a jurisdiction where your local program is administering their own rent relief funds. Low-income residents should continue with this application. Extremely low-income residents can go to should apply to your local program by CLICKING HERE.

Section B. Applicant Information



- B.5. A variety of property types and situations are eligible to apply.
- B.6. Subletters are now eligible for rent relief.
- B.13. Applicants
 can identify
 representatives
 to receive email
 updates about
 their
 application,
 have authority
 to check its
 status, and
 make revisions.



Hovering over this symbol provides ? further information

Select the type of unit that best represents your housing type. If you no longer live at the unit where you are requesting assistance, select "I no longer live at the unit".

Duplex/Townhome
Apartment Complex (0-10 units)
Apartment Complex (11-50 units)
Apartment Complex (50+ units)
Mobile Home
Motor Home
Accessory Dwelling Unit (Granny Flat)
Garage Conversion
Bedroom in an apartment or home
Hotel/Motel Unit
Other
Unhoused or Currently Homeless
I no longer live at the unit where I am requesting assistance

Single-Family Home

Address Line 2	
On CA ~ Zo	
B.8. Telephone Number	B.9. E-Mail
(111) 222-3333	test@gmail.com
B.10. Preferred method of	B.11. Primary Language
communication E-mail	English
	assistance from a member o a local partner network? If ye please select from the
	dropdown.
in completing your application. Yes	dropdown. Project Sentinel a representative to support you
in completing your application: Yes No Isacknowledge that my rep	a representative to support you resentative will have access to a plication, including my personal
in completing your application: Yes No Isacknowledge that my rep information provided in this api	a representative to support you resentative will have access to a plication, including my personal
in completing your application: Yes No Isacknowledge that my rep information provided in this app data and my uploaded docume	a representative to support you resentative will have access to a plication, including my personal
in completing your application: Yes No Isacknowledge that my repinformation provided in this applicate and my uploaded docume B.13a. Representative Name B.13b. Representative Email	dropdown. Project Sentinel a representative to support you resentative will have access to a plication, including my personal ints.

Section C. COVID-19 Impact



Tenants must indicate the ways they were financially impacted due to COVID-19.

Redu	uction in Income
\checkmark	Currently unemployed for 90 days or more
	Laid off-Receiving unemployment assistance.
	Laid off-Not receiving unemployment assistance
\checkmark	Place of employment has closed
\checkmark	Reduction in hours of work
	Must stay home to care for child/children due to closure of are or school
	Are self-employed, and their business is no longer supplying n with income or such income has been reduced.
	Unwilling or unable to participate in their previous loyment due to their high risk of severe illness from COVID-
\checkmark	Completed a financial distress form

Incurred Significant Costs
Incurred costs related to Stay-At-Home orders, work-from-home, or school-from-home requirements including increased internet bills, increased utility bills, necessary equipment purchases, and other unplanned costs
Reduction or elimination of child or spousal support
☐ I or someone in my household had an unexpected COVID-19 related medical or funeral expense
Child or Adult dependent care expenses increased due to COVID-19
home, or school-from-home requirements including increased internet bills, increased utility bills, necessary equipment purchases, and other unplanned costs Reduction or elimination of child or spousal support I or someone in my household had an unexpected COVID-19 related medical or funeral expense Child or Adult dependent care expenses increased due to

A new option has been added under the "Incurred Significant Costs" section: Child or Adult dependent care expenses increased due to COVID-19.

You can now attest to COVID-19 Financial Impact by checking a box:

I attest that the above is true and correct to t	he best	of
my knowledge.		
0		

Section D. Rent Assistance Requested



- Provide at least one form of Landlord's contact information.
- List rental assistance owed and future rent needed.
- Include utilities assistance here if Landlord is the utility provider.

D. Rent Assistance Request

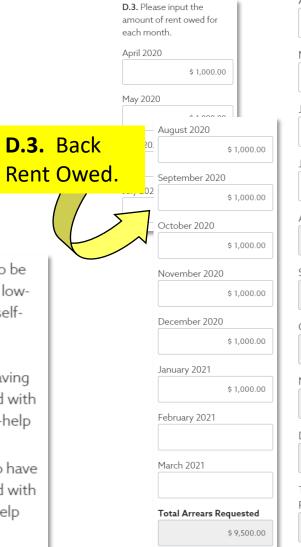
Complete the amount that you owe for each month of housing payments due to your household's COVID-19 impact. Late fees/penalties are not eligible by law and should not be charged to households experiencing COVID-19 related housing debt as per California Civil Code Section 1942.9.

O No

RENTAL ASSISTANCE REQUESTED D.1. Are you requesting rental assistance? Yes O No. D.2. Monthly Rent Payment Amount \$ 1,000.00

D.4. Has your landlord issued a Notice to Pay, an Eviction Notice, filed an Unlawful Detainer against you due to unpaid rents, or indicated they will be seeking to evict you? Yes

D.4a. Would you like to be contacted by a free or lowcost local legal aid or selfhelp legal group for assistance? Yes, I consent to having my information shared with a local legal aid or self-help legal support group. O No, I do not wish to have my information shared with local legal aid or self-help legal support.





Section E. Prior Assistance Received



E. Prior Assistance Received

Assistance provided under the COVID-19 RENT RELIEF Program for households economically impacted by COVID-19 may not exceed a household's monthly unmet housing cost needs. List all other sources of rent or utility assistance received from local governments, the State, non-profit organizations, faith based organizations, or friends and family.

PRIOR HOUSING ASSISTANCE RECEIVED

E.1. Have you or anyone in your household applied for, or received any rental and/or utility assistance from any source (local, state, federal, private) for the months you are applying for assistance? Examples are section 8 vouchers, rapid rehousing, homelessness prevention, Coronavirus rental assistance, subsistence assistance, local rent relief, and other programs intended to help with housing costs. If yes, proceed with this section. If no, mark this section "Complete and Continue" and proceed to the next section. Previous assistance does not mean you are ineligible for the California COVID-19 Rent Relief Program.

⊙ Yes

O No

E.2. List the housing assistance you have already received each month, where applicable. List all sources of financial and/or housing assistance. Select the source that best matches the type of assistance you received. Failure to include prior assistance received for every household member may prevent assistance from being provided OR you may be required to REPAY assistance later if you are found to be ineligible after assistance is granted.

Possible Sources

ESG Entitlement Homelessness Prevention 1
ESG Covid Homelessness Prevention
CDBG Entitlement Subsistence Payment
CRF Rental Assistance
HOME Tenant-Based Rental Assistance (TBRA)
Section 8 Housing Vouchers
Rapid Re-Housing (RRH) assistance
State Homelessness Funding (HEAP, CESH)
Homelessness Prevention
Coronavirus Rental Assistance
Subsistence Assistance
Rent Assistance from my City/County
Rent Assistance from a non-profit or church
Emergency Rental Assistance

By clicking Complete and Continue, I attest that the information provided above is true and correct to the best of my knowledge.

- In this section, you can indicate whether you received prior assistance for rent or utilities, which now includes friends and family.
- If the source of the assistance received is not listed, or you can't remember, you may leave the Source blank.
- Supporting documentation is not required.

Sections F-H Utilities Assistance

April 2020 I.6. & I.13. Utility May 2020 payments

owed.

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April 2021	H.6. & H.13.
May 2021	Future Utilities
June 2021	Needed.
July 2021	

August 2021	

\$50.00

\$50.00

\$50.00

\$ 50.00

August 2020

September 2020

October 2020

November 2020

December 2020

January 2021

February 2021

March 2021

Total Arrears Requested

\$ 200.00

September 2021

October 2021

November 2021

December 2021

I.7. Electric Late Fees

H.7. & H.14. Late Fees

Total Electric Request

	\$ 200.00
4. Other Late Fees	
	1

Total Other Utility Cost

39

\$ 60.00

H. Electric & Other Utility Assistance

If you are requesting Electric and Other utility assistance, please complete the amount you are requesting by each month below. Late fees or penalties should be entered in H.7 and H.14. If yo electric or other utility assistance, please select "No" below. If you pay your utilities directly to your landlord, please select "No" below and remember to include utilities in the rental assistance y

ELECTRIC UTILITY ASSISTANCE REQUESTED

If your bill consolidated multiple utilities, you only need to enter the total once in one utility category. You do not need to break out the different utility costs.

- H.1. Are you requesting electric utility assistance?
- Yes
- D No.

11223

H.2. If you are requesting electric assistance, you must upload your most recent electric utility statement.

0	Electric Utility Statement	*Require

₩ Fake Document.docx (21k) 🗵

REQUESTED

Add Another File

H.3. Electric Company Name	0
tort	

1.4. Electric Co	ompany Address	0	
Andreadine			INVOICES
		Low	REQUIRED FOR
test	CA ~	12345	ALL MONTHS
.5. Electric Ac	count Number		ASSISTANCE

OTHER UTILITY ASSISTANCE REQUESTED

If your bill consolidated multiple utilities, you only need to enter the total once in one utility category. You do not need to break out the different utility costs.

H.8. Are you requesting Other utility assistance, such as internet? If your mobile phone is the only source of internet for your household, a portion of your mobile plan may be eligible for assistance. If your household internet is provided as part of your cable bundle, the internet portion may be eligible for assistance. If your household internet is part of your land-line phone plan, then a portion of your phone plan may be eligible for assistance. Streaming services, pay-per-view, and other itemized costs not related to internet are not eligible for assistance, If you are not sure if your costs are eligible, upload your bills and your case manager will work with you to clarify eligible costs.

- @ Yes
- O No

H.9. If you are requesting other utility assistance, you must upload your most recent other utility statement.

Other Utility Cost Assistance Provider Statement Required

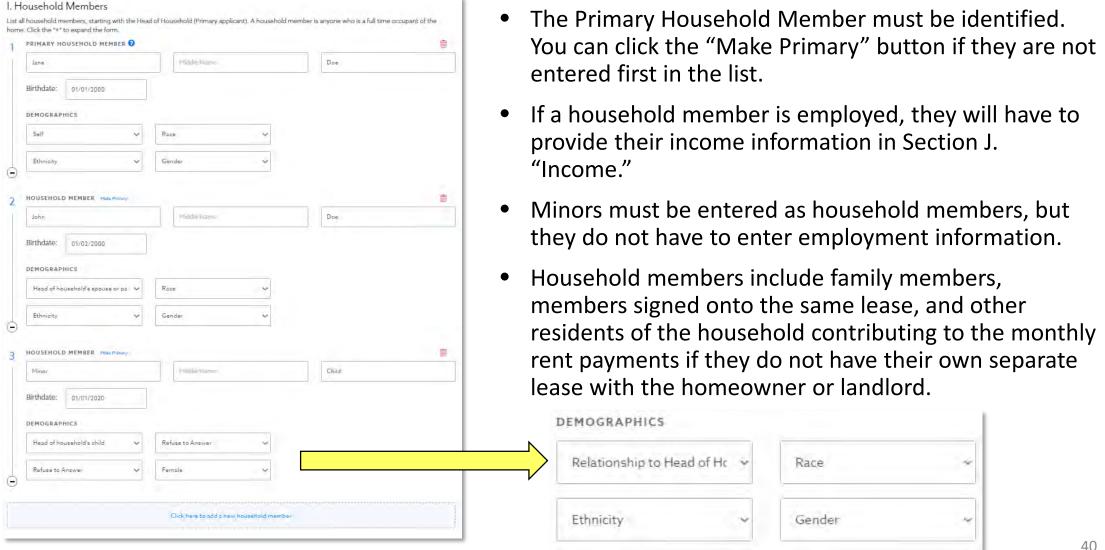
₩ Fake Document.docx (21k) 😢 Add Another File

H.10. Other Company Name 0

test H.11. Other Utility Cost Address as appeared on bill @ test

Section I. Household Members





Section J. Income



Only Household Members over 18 years old must certify their income. There are 3 verification options:

- 1. 2020 Federal Tax Returns
- 2. Participation State or Federal Income-Qualified Assistance Program
- 3. Certifying Income per Household Member

1. Household Income Verification

Please enter the income for every person in your household over 18 years old who earns income. You have four options for reporting/entering your household income. Please choose one of these four options to verify your household income.

Select the button next to your type of income records you are providing. You can upload a picture, a scanned copy of your document, an electronic document, or a screen shot of your document. If you need help uploading documents you can contact a local partner agency at 1-833-687-0967 for assistance.

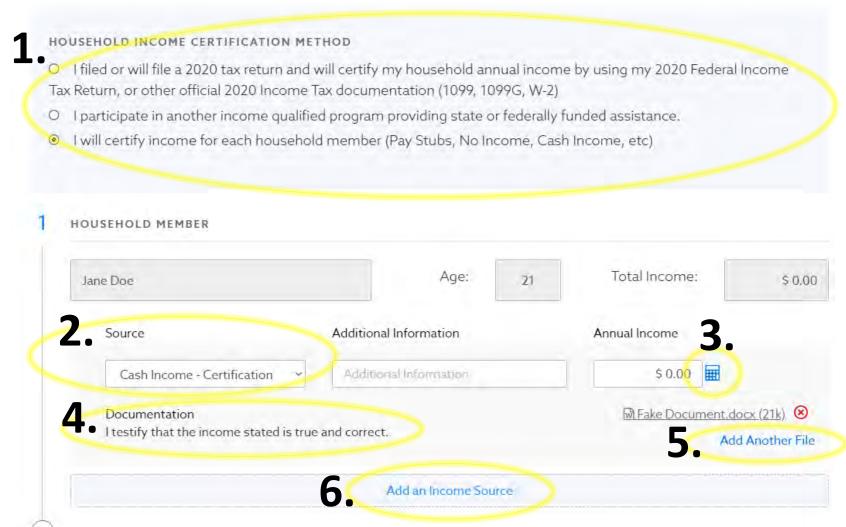
By clicking Complete & Continue, I attest that the information provided above is true and correct to the best of my knowledge.

- 1. You can enter your 2020 tax information
- 2. You can use your 2020 or 2021 recertification letter from another assistance program. The letter should show your name and address. Other programs include:
 - o Medicaid, known as Medi-Cal in California,
 - o Women, Infants, and Children (WIC) benefits
 - Supplemental Nutrition Assistance Program (SNAP), known as CalFresh in California,
 - o Food Distribution Program on Indian Reservations (FDPIR),
 - Temporary Assistance for Needy Families (TANF), known as CalWORKs in California.
 - School Nutrition Programs (SNP), such as the Free and Reduced Lunch program for California families,
 - Subsidized housing that required income documentation as a condition of residency, including Section 8, Housing Choice Vouchers, and public housing
- You can use your paystubs from your current employment or you can attest to your household income, including cash income or a certification of zero income if you have no household income.

Section J. Income (continued)

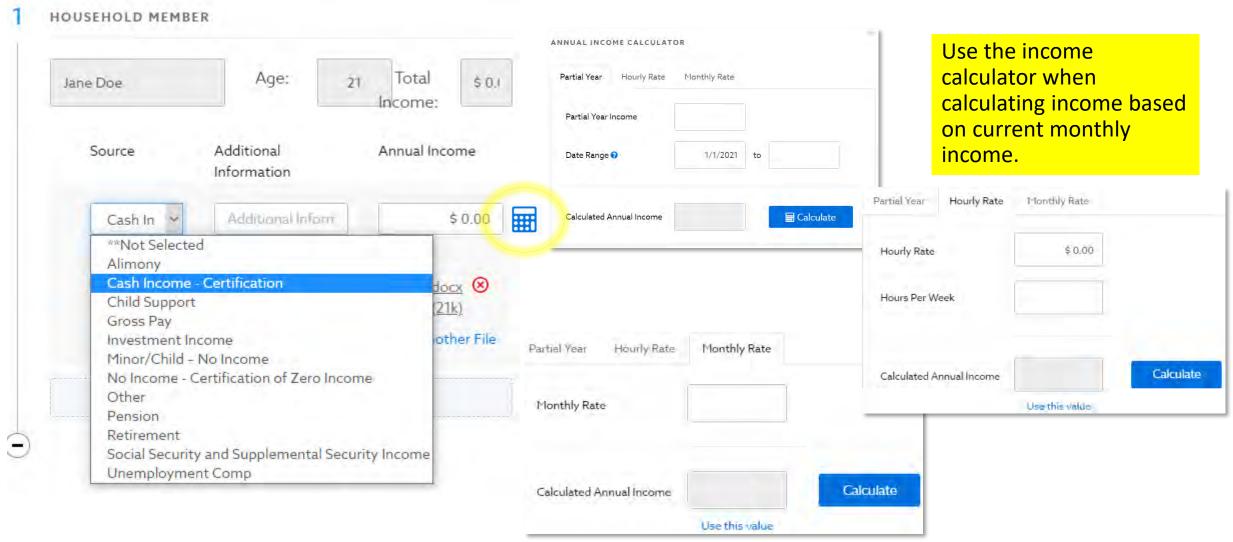


- 1. Select how you will verify your income.
- 2. Indicate Source of income.
- Use the income calculator (if needed).
- Required documents based on Source chosen.
- 5. File upload button.
- Adding multiple sources of income per household member.



Section J. Sources of Income & Annual Income Calculator





Section K. Supporting Paperwork



K. Supporting Paperwork

Identify whether you uploaded income information in section J and the application will prompt you to upload any other required records. You can upload a picture, a scanned copy of your document, an electronic document, or a screen shot of your document. Additional documentation might need to be provided if your landlord is unable or unwilling to provide needed paperwork. No information regarding legal status will be provided to any other government agencies.

K.1. In Step J, did you certify your household income and not provide income documentation because you claimed either "Cash Income" OR "Zero Income?"

- 0
- Yes
- O No

K.1a. Did you request Utility Assistance?

- O I am requesting utility assistance and the utility bill is in my name.
- I am not requesting utility assistance, or my utility bills are not in my name

K.1. If Tenant provided income documentation earlier in the application, answer "No" – further proof of legal identity not required. Immigration Status not a factor.

K.1a. If Tenant's requested utility assistance and utility statements uploaded are in Tenant's name, answer "Yes," and **K.1b.** will not appear – proof of legal identity not required.

K.1b. Please upload a form of identification.
To verify identify, you must provide ONE of the following items.

- · State issued program ID or license
- · Passport (any nationality)
- · International jurisdiction issued ID
- · An employment identification card
- · Certificate of marriage or license
- · Copy of a certified divorce decree
- Copy of a certified, court-ordered maintenance award (if legal) or a notarized statement declaring separation
- Statement from single or Joint bank accounts, certified purchases, or loans that include your name
- · Credit report showing residence and single or joint financial activity
- Government issued library card
- Utility bill, Credit card bill, or other bill with your name and address on it
- Letter or notification from a school, medical facility, government departments (such as the DMV) or other official letter with your name.





K.2. To verify rent owed, Please complete the following:

 I know my landlord is participating in the program and will provide information about my past due or current rents.

I do not know if my landlord is participating in the program.

K.2a. Please provide at least ONE of the following. You can upload more than one document. Please upload as many of these as you can. The more information you provide, the faster we can process your application.

- Lease agreement (expired is OK)
- · Month-to-month rent agreement
- Rent due statement/letter from the landlord or management company
- Eviction Notice, including 15-day, 3-day or other payment notice (must include amount of rent outstanding)
- . Other formal attempt to collect rents or notify tenants of rents due
- Written claim of rents due (email, letter, text message, etc.)



If Tenant is certain of Landlord's participation, proof of rent owed not required.

Submission Page

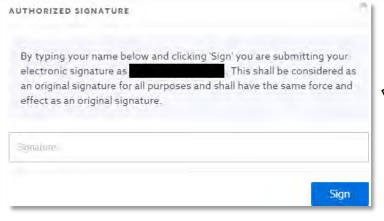


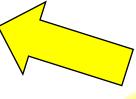
Submit

Once an application is submitted, it can only be "Re-opened" by an Administrator. Your application is considered submitted when you receive the "Application Submitted" message. Reminder: Please check your Spam folder to ensure you do not miss emails.

By submitting this Application for California's COVID-19 Rent Relief program (the "Program"), I, the Tenant applying hereunder, hereby certify that:

1. Binding Contract. I am hereby entering into a binding contract ("Agreement") with the entity/individual listed as Landlord in this Application and HCD, but only to the extent that HCD determines, in its sole discretion, that I am eligible for the Program. This Agreement is not binding on HCD until HCD approves the financial assistance under the Program. For the purposes of this Agreement the term "lease" refers to any formal or informal rental agreement between a landlord and tenant.





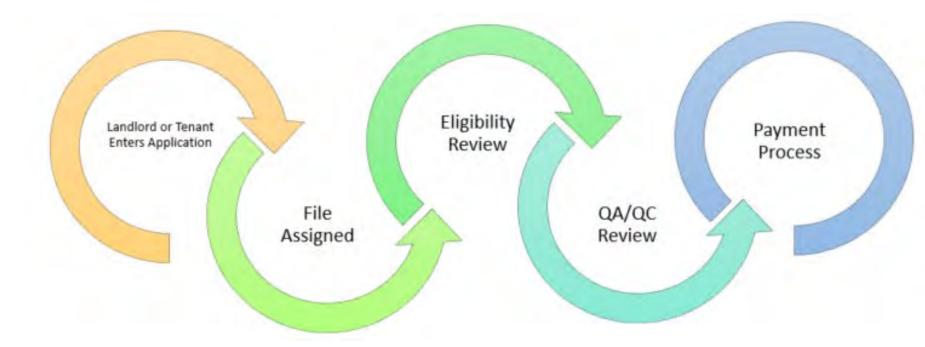
By submitting this Application, I certify that all information I provided to HCD is true, accurate, and complete, and if requested, I shall provide further paperwork to support any representations. I further acknowledge that falsification of information or any material falsehoods or omissions in the Application, including knowingly seeking duplicative benefits, is subject to state and federal criminal penalties. I understand that I am particularly put on notice that Title 18, Section 1001 of the United States Code states that a person shall be fined or Imprisoned for up to five (5) years for knowingly and willfully making any materially false or fraudulent statement or representation to any U.S. Department or Agency. I give consent/authorization to the California Department of Housing and Community Development (HCD) and its respective agents, employees, and assigns, to share, disclose, analyze, and discuss all documentation and information provided within this application and in subsequent communications related to the statewide Emergency Rental Assistance Program. Lagree to participate in the evaluation of this program, which will help improve HCD's service delivery and potentially expand resources for rent support and affordable housing. This may involve filling out follow up surveys. (Note: Your willingness to be contacted for program evaluation purposes will not affect your eligibility or selection for this program in any way.)

Authorized Signature

Click here to electronically sign

Application Cycle





/iew / Continu	ie an Existing Ap	oplication				
CASE ID	NAME	PROGRAM	YEAR	STATUS	EXPIRES	
176280		Tenant: Rent & Utility Assistance	2021	01. Application in Progress	N/A	View / Edit

Application Statuses



Application Status Progression

- 1. Application in Progress = Applicant has created an application but has not submitted.
- Application Submitted = Applicant has completed all steps required and has submitted for Case Manager Review. Application will now appear in waitlist.
- Application Under Review = Case Manager has been assigned to the application and is reviewing the application to determine eligibility.
- 4. <u>Pending Applicant Information</u> = Application is missing documentation; Case Manager has reviewed and is waiting on information from the Applicant.
- 5. QC Return for Corrections = An application was reviewed by QA/QC and determined to be missing information or needs more clarity, so it is sent back to the CM to revision.
- 6. <u>Approved: Pending Landlord</u> = All information required to determine eligibility of Tenant application has been verified, but Landlord has not completed an Application.
- 7. <u>Submitted to QC Review</u> = Case Manager approved the application; it is now ready to be "claimed" by QA/QC for review must have tenant and landlord review complete and approved.
- 8. QC Under Review = QA/QC "claims" file for review and is currently working on the application file.
- Resubmitted to QC = An application that was returned to a CM for more information that has been updated and is ready to resume the QA/QC Process.
- 10. Application Under Final Review = (Temporary) used as an indicator file is ready for payment

- Approved: Pending Payment = QA/QC has reviewed an application and approves it for payment.
- 12. Approved: Submitted for Payment = Application is in payment process
- Paid = Once application is marked paid on the approved draw request, the status automatically changes to Paid.
- Recertification Submitted = Once an Applicant submits a recertification of income, the status will need to be updated to Recertification Submitted.
- 15. Denied = Applications that do not meet eligibility requirements
- Denied Option B = Application is from a Jurisdiction that falls under Option B. Application should be moved here for a bulk denial.
- 17. Redirect Option C = Applicant is eligible for local jurisdiction program
- Withdrawn = Applicant reaches out to the program to have their Application withdrawn, move to this status.
- Duplicate = Application has one or more duplicates. Any duplicates that will not be worked on should be moved to this Status.
- 20. Non-Responsive = Applicant has not responded, file moved to an inactive status

Top Issues with Tenant Applications



ID: Insufficient, doesn't meet program standards

Income Documentation: Need for all adults 18+; Tax forms must be page 1 and 2; Paystubs must meet criteria, i.e. 6 consecutive weeks, etc.; AMI threshold not understood

Valid Phone Number/Email Address: Proofread data entered; communications are disrupted if invalid information is provided

Duplicate Applications: Slows process; Case Mangers work the file they believe to be correct - may not include the information needed; duplicate files are either withdrawn or marked duplicate - inactive statuses

Option B Residents: Enter applications even though they cannot qualify - must go to their local programs

Signature Page: Case IDs signed prior to March 27, 2021, must be resigned to proceed - new certification language added, and applicant must be aware and accept

Assistance with the State Application





Call Center: (833) 430-2122

Email: support@ca-rentrelief.com

Local Partner Network

Booking Center: (833) 687-0967



Helpline email: **ERAP@housing.org**

Videos and more: www.housing.org/covid-19

Santa Clara County Homelessness Prevention System



The Santa Clara County local program launched on Thursday, May 20, 2021.

SANTA CLARA COUNTY								
# of Pers. in Household	1	2	3	4	5	6	7	8
Extremely Low (30% AMI)	34,800	39,800	44,750	49,700	53,700	57,700	61,650	65,650

- ✓ There are more than 40 local partners in the Homelessness Prevention System network who can assist in a multitude of language options
- ✓ This program serves ELI Tenants residing in Santa Clara County
- ✓ Landlords do not need to submit an application
- ✓ Provides rental, utilities, and additional wraparound services
- ✓ Case Manager support throughout the process
- ✓ No document checklist needed

Santa Clara County Homelessness Prevention System



Call 211 or visit SCCRentHelp.org to find out about available rent relief options.



usehold Size	If Your Income	If Your Income (before taxes) is		
1 person	Less than \$34,800	\$34,800 to \$82,450		
2 people	Less than \$39,800	\$39,800 to \$94,200		
3 people	Less than \$44,750	\$44,750 to \$106,000		
4 people	Less than \$49,700	\$49,700 to \$117,750		
5 people	Less than \$53,700	\$53,700 to \$127,200		
6 people	Less than \$57,700	\$57,700 to \$136,600		
7 people	Less than \$61,650	\$61,650 to \$146,050		
8 people	Less than \$65,650	\$65,650 to \$155,450		
	Apply through	Apply through		
	SANTA CLARA COUNTY HOMELESSNESS PREVENTION SYSTEM COVID-19 RESPONSE	CA COVID-19 RENT RELIEF		
	Apply Online at: PreventHomelessness.org	Apply Online at: HousingIsKey.com		
	OR Call (408) 926-8885 to be connected to a local partner	OR Call Catholic Charities of Santa Clara County at (408) 273-7478		

Visit SCCRentHelp.org or Call 2-1-1 if you need help determining if you qualify for either program.









ersonas en la Vivienda	Si Su Ingreso (antes	de hacer los taxes) es
1 persona	Menos de \$34,800	Entre \$34,800 y \$82,450
2 personas	Menos de \$39,800	Entre \$39,800 y \$94,200
3 personas	Menos de \$44,750	Entre \$44,750 y \$106,000
4 personas	Menos de \$49,700	Entre \$49,700 y \$117,750
5 personas	Menos de \$53,700	Entre \$53,700 y \$127,200
6 personas	Menos de \$57,700	Entre \$57,700 y \$136,600
7 personas	Menos de \$61,650	Entre \$61,650 y \$146,050
8 personas	Menos de \$65,650	Entre \$65,650 y \$155,450
	Aplique por medio del	Aplique por medio del
	SANTA CLARA COUNTY HOMELESSNESS PREVENTION SYSTEM COVID-19 RESPONSE (Sistema de Prevención de la Pérdida de Vivienda - Respuesta a COVID-19)	CA COVID-19 RENT RELIEF (Programa de Asistencia de Ayuda Para Pagar la Renta CA COVID 19)
	Aplique en Línea en: PreventHomelessness.org	Aplique en Línea en: HousinglsKey.com
	O llame al (408) 926-8885 para ser conectado directamente a un socio de la comunidad	O llame a Catholic Charities of Santa Clara County (Caridades Católicas del Condado de Santa Clara) al (408) 273-7478

Visite a SCCRentHelp.org o Llame al 2-1-1 si es que necesita ayuda determinando si califica para uno de los dos programas.







Cân trợ giúp để trả tiền thuế nhà?

Cư dân Quận Santa Clara có thu nhập thấp đã bị ảnh hưởng tài chính bởi đại dịch COVID-19 có thể được trợ giúp trả tiền thuê nhà. Hỗ trợ có sẵn thông qua hai chương trình khác nhau

Hộ gia đình	Nếu Thu nhập của l	Bạn (before taxes) là
1 người	Ít hơn \$34,800	Giữa \$34,800 và \$82,450
2 người	Ít hơn \$39,800	Giữa \$39,800 và \$94,200
3 người	Ít hơn \$44,750	Giữa \$44,750 và \$106,000
4 người	Ít hơn \$49,700	Giữa \$49,700 và \$117,750
5 người	Ít hơn \$53,700	Giữa \$53,700 và \$127,200
6 người	Ít hơn \$57,700	Giữa \$57,700 và \$136,600
7 người	Ít hơn \$61,650	Giữa \$61,650 và \$146,050
8 người	Ít hơn \$65,650	Giữa \$65,650 và \$155,450
	Phương cách ghi danh:	Phương cách ghi danh
	SANTA CLARA COUNTY HOMELESSNESS PREVENTION SYSTEM COVID-19 RESPONSE	CA COVID-19 RENT RELIEF
	Nộp đơn Trực tuyến tại: PreventHomelessness.org	Nộp đơn Trực tuyến tại: HousingIsKey.com
	hoặc	hoặc
	Gọi (408) 926-8885 được kết nối với một đối tác địa phương	Gọi Catholic Charities của Santa Clara County số (408) 273-7478
	Gọi (408) 926-8885 được kết nối	Gọi Catholic Charities của Santa

Chuyến thăm SCCRentHelp.org hoặc Gọi 2-1-1 nếu bạn cần trợ giúp để xác định xem bạn có đủ điều kiên cho một trong hai chương trình hay không.







Assistance with the Santa Clara County Application





Homelessness Prevention System Network Partners



(408) 926-8885

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HomeFirst @ @ (1) (1) (2) (3) (3)
   www.homefirstscc.org
   Housing Choices @ @ @ @ @ @
   www.housingchoices.org
   International Children (9)
   Assistance Network
www.ican2.org • (408) 509-1958
   Latinas Contra Cancer (96)
   latinascontracancer.org • (408) 280-0811
   LifeMoves @ 6
   www.lifemoves.org • (408) 271-0685
   x642 or (650) 853-8672 x436
   Maitri @ @ @ @ @ @ (0)
   maitri.org • (408) 956-6083 or
   Helpline: (888) 862-4874
   Next Door Solutions (3)
   www.nextdoorsolutions.org
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Abode Services www.abodeservices.org Asian American Center of (a) (a) Santa Clara County asianamericancenterscc.org (408) 897-2039 Bill Wilson Center 3 3 5 www.billwilsoncenter.org • (408) 907-4602 Carry the Vision (36) www.carrythevision.org • (408) 840-3344 Catholic Charities (3) (3) of Santa Clara County www.catholiccharitiesscc.org (408) 273-7478 Child Advocates of Silicon Valley childadvocatessv.org Deaf Counseling, Advocacy (ASI) (3) and Referral Agency dcara.org • (510) 343-6670 Friends of Hue Foundation (a) (a) (b) friendsofhue.org • (408) 755-5189

Grace Solutions (a) (a) (b) www.gracesolutions.org (408) 839-9815 Healing Grove Health Center @ 6 healinggrove.org • (408) 676-3666 The Health Trust (3 (3 (3 (4) healthtrust.org • (408) 961-9850 International Rescue Committee, San Jose (3) (3) (3) (3) (5) www.rescue.org/united-states/san-jose-ca (408) 277-0255 Korean American Community Services kacssv.org • (408) 920-9733 (a) Latinos United for a New America @ 63 lunalatinosunidos.org • (408) 849-6635 midtownfs.org • (408) 642-5852 Pars Equality Center (3) (3) parsequalitycenter.org • (408) 261-6405 Roots Community Health Center (M) (3) rootsclinic.org/south-bay-clinic



We encourage all Santa Clara County residents in-need to apply, regardless of your race, sex, color, age, religion, actual or perceived gender identity, sexual orientation, disability, ethnic or national origin, or familial status.

Please note: Due to the high volume of inquiries received as a result of the pandemic, we may not be able to respond immediately. Please be sure your message includes your name, contact information and a brief description of your needs, and we'll get back to you as soon as possible.