



**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. The Emeryville Disaster Fund and private donations is providing funding to support tenants’ rental payment needs upon the end of the Emeryville Eviction Moratorium. Bay Area Community Services (BACS) will be administering this program on behalf of the City of Emeryville.

Funding Priorities

- In an effort to ensure the preservation of housing stability as long as possible, applicants will be able to apply for this program for assistance with June and July rental payments. Selected applicants for the June payment may be eligible to apply again for the July payment.
- In an effort to prioritize those that are most at in need, those applicants with the lowest income levels will be receiving priority over other eligible applicants within that application cycle.

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 payment due immediately 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

- Unemployment Award Letter
- Self-Certification of tenant’s inability to pay the next month rent.

Special Considerations

The following tenants may be eligible to participate in the Program if they meet certain requirements:

- Section 8 Tenants, whose rental rate is based on their household income may be eligible to participate in the program based on special circumstances and with the approval of the Program Administrator
- Tenants that were not current on the March 2020 rent may be eligible to participate in the program if their Landlord agrees in writing to waive the back rent owed

Ineligible Applicants

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

- 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 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

- 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 Program Administrator dispersing funds.
- Funds will be dispersed directly to the Landlord, unless the Program Administrator approves alternative arrangements authorizing payment to the Tenant.
- Prior to the release of funds, the Program Administrator must receive the following documents:
 - W-9 from the Landlord
 - Executed Rental Assistance Agreement from the Tenant
- Funds will be provided in the form of a Grant