

CITY OF LYNWOOD

COVID-19 EMERGENCY HOUSING & UTILITY ASSISTANCE PROGRAM FACT SHEET



▶ WHAT IS HUAP?

The Emergency Housing & Utility Assistance Program (HUAP) helps low- to moderate-income Lynwood residents who are facing housing emergencies due to being affected by COVID-19. A housing emergency is when a head of household lost their job or was temporarily furloughed due to the COVID-19 crisis and immediate action is needed to avoid homelessness, to re-establish a home, or to prevent eviction from a home.

▶ HOW CAN HUAP HELP?

HUAP can help to pay the following:

- Monthly rent/mortgage and/or utility payment, including late costs
- Monthly rent/mortgage and/or utility arrears payment, including late costs
- Monthly payment combination of payments due and payments in arrears

Funds cannot help to pay for cell phone, cable and/or internet payments, court fees, security deposits, or any housing expense other than those listed above.

▶ WHO IS ELIGIBLE?

You must be a resident of Lynwood, your income must not exceed HUD'S low- to moderate-income limits, and the head of household was negatively affected by COVID-19 (i.e. loss of job or temporarily furloughed).

▶ WILL HUAP PAY ALL OF THE RENT ARREARAGES?

When you apply for HUAP, we will look at the entire household income and resources. If you are eligible we will tell you how much you should pay and how much HUAP will pay.

▶ ARE THERE LIMITS ON HOW MUCH HUAP CAN PAY?

HUAP can only pay up to certain limits. Monthly rental/utility assistance funding of up to \$9,000 or a maximum six (6) months, whichever is less, to assist tenants with rental/utility payments. Mortgage/utility funding of up to \$12,000 or a maximum six (6) months, whichever is less, to assist homeowners who own and occupy their single-family detached home with mortgage/utility payments.

▶ WILL HUAP GIVE ME THE MONEY DIRECTLY?

HUAP will make its payment directly to the landlord, mortgage, or utility company. No money will be given to you directly.

▶ HOW DO I APPLY FOR HUAP?

Applications will be accepted on a rolling basis. Grants will be awarded to qualified applicants on a "first come, first served" basis until funds run out. Interested parties will call 310.603.0220, ext. 601 to complete an intake form. If a household is considered eligible, an application can be sent by email, U.S. Postal mail or retrieved in-person by appointment only from the Community Development Department.

For general HUAP inquiries, please email: strejo@lynwood.ca.us

For more information please contact
Community Development Department at 310.603.0220, EXT. 601

   @mylynwoodca



CIUDAD DE LYNWOOD

COVID-19 EMERGENCIA VIVIENDA Y UTILIDAD PROGRAMA DE ASISTENCIA

HOJA DE HECHOS



▶ ¿QUÉ ES EL HUAP?

El Programa de Asistencia de Vivienda y Servicios Públicos (HUAP) ayuda a los residentes de Lynwood que enfrentan emergencias de vivienda por haber estado afectados por el COVID-19. Una emergencia de vivienda es cuando el jefe del hogar pierde su empleo o es despedido temporalmente debido a la crisis por el COVID-19 y se requiere acción necesaria inmediata para evitar quedar en situación de calle, reestablecer una vivienda o evitar el desalojo de un hogar.

▶ ¿CÓMO PUEDE AYUDAR EL HUAP?

El HUAP puede ayudar a pagar por lo siguiente:

- Pago de renta mensual/hipoteca y/o servicios públicos, incluyendo costos por mora
- Pago de renta mensual/hipoteca y/o pagos por servicios públicos en mora, incluyendo costos por mora
- Combinación de pagos mensuales adeudados y en mora

Los fondos no pueden ayudar a pagar servicios de teléfono celular, cable y/o pagos de internet, honorarios del tribunal, o gastos de vivienda que sean diferentes de los enumerados más arriba

▶ ¿QUIENES SON ELEGIBLES?

Debe ser residente de Lynwood, su ingreso no debe exceder los límites de ingresos bajos a moderados del HUD, y el jefe del hogar debe haberse visto afectado de manera negativa por el COVID-19 (es decir pérdida del empleo o despido temporal).

▶ ¿PAGARÁ EL HUAP POR TODAS LAS RENTAS ATRASADAS?

Cuando solicite el HUAP, analizaremos todos los ingresos y recursos del hogar. Si es elegible le diremos cuánto debe pagar usted y cuánto pagará el HUAP.

▶ ¿HAY LÍMITES SOBRE CUÁNTO PUEDE PAGAR HUAP?

HUAP solo puede pagar hasta ciertos límites. Financiamiento mensual de asistencia de alquiler / servicios públicos de hasta \$ 9,000 o un máximo de seis (6) meses, lo que sea menor, para ayudar a los inquilinos con los pagos de alquiler / servicios públicos. Financiamiento de hipotecas / servicios públicos de hasta \$12,000 o un máximo de seis (6) meses, lo que sea menor, para ayudar a los propietarios que poseen y ocupan su vivienda unifamiliar independiente con los pagos de la hipoteca / servicios públicos.

▶ ¿ME DARÁ EL HUAP EL DINERO DE MANERA DIRECTA?

El HUAP hará sus pagos de manera directa al locatario, hipoteca o compañía de servicios públicos. No se le dará dinero de manera directa.

▶ ¿CÓMO SOLICITO EL HUAP?

Las solicitudes se aceptarán de manera escalonada. Los subsidios se otorgarán a solicitantes calificados por orden de llegada hasta que se agoten los fondos. Las partes interesadas llamarán al 310.603.0220, ext. 601 para completar un formulario de ingreso. Si el hogar se considera elegible, se podrá enviar la solicitud mediante correo electrónico, correo postal de los EE.UU. o se podrá obtener en persona mediante cita únicamente del Departamento de Desarrollo Comunitario.

Para consultas generales del HUAP, por favor envíe un correo electrónico a: strejo@lynwood.ca.us

Para obtener más información por favor contactar a:
Departamento de Desarrollo Comunitario al 310.603.0220, ext. 601

   @mylynwoodca





COVID-19 EMERGENCY HOUSING & UTILITY ASSISTANCE PROGRAM

Program Budget: \$683,960

Purpose: The COVID-19 City of Lynwood Emergency Housing & Utility Assistance Program (HUAP) provides emergency rental/mortgage and/or utility assistance grants to income-eligible households economically impacted during the COVID-19 pandemic through job loss, furlough or reduction in hours or pay, residing in the City of Lynwood.

HUAP grants are rental/mortgage and/or utility payments made on behalf of an income-eligible household in an amount determined by the City of Lynwood, for a one-time per household grant up to \$9,000 or a maximum six (6) months, whichever is less of rental/utility payments and up to \$12,000 or a maximum six (6) months, whichever is less of mortgage/utility payments to maintain housing/utilities and/or to reduce payment delinquency in arrears as a result of the economic downturn during the COVID-19 pandemic.

Eligibility:

Eligible households must meet all of the following criteria:

1. Reside in the City of Lynwood.
2. Annual household income does not exceed the U.S. Department of Housing and Urban Development (HUD) established "Low- to Moderate-Income" limits. Household income eligibility is based on the following three (3) factors:
 - a. Unit size;
 - b. The total number of persons residing in the household; and,
 - c. The total amount of the annual household income (regardless of relationship).
3. Economically impacted during the COVID-19 pandemic period beginning June 1, 2020-to present.
4. Current residential lease agreement or Deed of Trust.
5. Completed W-9 form from bona fide landlord/property management agent or company.
6. Signed Program Participation-Payment Acceptance form from bona fide landlord/property management agent or company.
7. Confirmed current rental/mortgage & utility balance.

Use of CDBG-CV (CV) Funds:

CV funds will be used for emergency rental/mortgage and/or utility payments on behalf of income-eligible households with demonstrated economic impact from the COVID-19 pandemic. Monthly rental/mortgage and/or utility assistance is provided for a one-time grant up to \$9,000 or a maximum six (6) months, whichever is less of rental/utility payments and up to \$12,000 or a maximum six (6) months, whichever is less of mortgage/utility payments or a maximum of three (3) months, through direct payment to a bona fide landlord, property management agent or company for current rent/mortgage and/or utilities or to pay down rentals/utilities in arrears occurring on or after June 1, 2020.

Housing/Utility Assistance

Housing/Utility assistance includes:

- a. Monthly Rental/Mortgage and/or Utility Payment made on behalf of eligible household to landlord/property management agent or company in a reasonable amount determined by the city up to \$9,000 or a maximum six (6) months, whichever is less of rental/utility payments and up to \$12,000 or a maximum six (6) months, whichever is less of mortgage/utility payments; or
- b. Monthly Rental/Mortgage and/or Utility Arrears Payment made on behalf of eligible household to landlord/property management agent or company in a reasonable amount determined by the city up to \$9,000 or a maximum six (6) months, whichever is less of rental/utility payments and up to \$12,000 or a maximum six (6) months, whichever is less of mortgage/utility payments; or
- c. Monthly payment combination of items a. and b. made on behalf of eligible household to landlord/property management agent or company.

Applicant Intake and Assessment Process:

Applications will be accepted on a rolling basis. Grants will be awarded to qualified applicants on a "first come, first served" basis until funds run out.

Interested parties will call **310-603-0220, ext. 601** to complete an intake form. If a household is considered eligible, an application can then be sent by email, U.S. Postal mail, or retrieved in person by appointment only from the Community Development Department. Applicants can return completed applications in person at Lynwood City Hall, by U.S. Postal mail, email or attach the completed PDF application, and all supporting documentation requested on the application, to an email sent to strejo@lynwood.ca.us

Applicant household's eligibility for emergency housing & utility assistance will be determined upon submission of a completed application with all required information and documents. Program staff will review application information and provide an eligibility determination in a timely manner. All applicant household's information and supporting documentation will be recorded accurately in an applicant file to demonstrate eligibility/ineligibility for this program.

A denied applicant file shall contain all submitted information and documentation, as well as the reason for denial (ex: over income limits, incomplete information, reside outside service area). A denial may be appealed by filing a written notice of appeal and any information the applicant deems relevant to the appeal with the Community Development Director within 5 days. The Director, or her designee, shall review the information and make a determination within 10 days of receipt of the notice of appeal and associated documents.

An approved applicant file shall contain all submitted information and documentation necessary to meet all required eligibility criteria and contain completed forms, documentation, and necessary information for all members of an applicant household such as the following:

Residency

An applicant household must reside in a property located in the City of Lynwood.

Definition of a Household and Documentation of Household Members

A **Household** is defined as all the persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any other group of persons who share living arrangements. Therefore, household member information must include, at a minimum, the following:

- 1) Full names and ages of all family members as well as any unrelated persons living in the residence; and
- 2) Signature of the primary applicant(s), certifying that the information provided related to the annual household income and members is correct.

Definition of Annual Income and Documentation of Household Income

Annual income is defined as the total gross amount of income received from all sources by adult individuals of the household who have earned or received income during a 12-month period after June 1, 2020. Additional information on household income is provided in Types on Household Income section below.

To determine program eligibility, all sources of annual income for each household member over the age of 18 and the exact amounts earned from each income source must be accurately documented. The primary applicant(s) are also required to certify by signature that the information provided regarding household members is correct.

Eligible households must be at or below the “Low- to Moderate-Income” limits for confirmed household size. The Emergency Housing & Utility Assistance Program Household Income Limits are based on income requirements established by HUD, as displayed in this chart:

Household Income Limits

Income Category:	1	2	3	4	5	6	7	8
80%	\$63,100	\$72,100	\$81,100	\$90,100	\$97,350	\$104,550	\$111,750	\$118,950

Documenting Economic Impact during COVID-19 pandemic period

Applicant households must submit documentation confirming negative economic impact during the COVID-19 pandemic period. Acceptable documentation sources include:

- A copy of household member(s) notification of job loss/termination from employer during the eligible pandemic period (March 16, 2020 to present); or
- A copy of household member(s) notification of furlough from employer during the eligible pandemic period (March 16, 2020 to present); or
- A copy of household member(s) notification or employer signed form confirming reduction in hours and/or pay during the eligible pandemic period (March 16, 2020 to present); or
- A copy of household member(s) application during the eligible pandemic period (March 16, 2020 to present) and/or approval for Unemployment Insurance benefits; or
- A notarized affidavit signed that includes the name of the household member who is self-employed, the name and nature of the business, and narrative confirming economic impact on self-employment during eligible pandemic period (March 16, 2020 to present).

Providing Emergency Housing & Utility Assistance

Emergency rental & utility assistance will be provided for a monthly rent/utility payment and/or a rental/utility arrearage. Program administrators shall determine the duration and amount of rental assistance provided to eligible households based on application information, monthly rent due, and amount in arrears. This duration and assistance amount will be designed to ensure households are provided with the maximum benefit possible under program limits up to \$9,000 or a maximum six (6) months, whichever is less of rental/utility payments and up to \$12,000 or a maximum six (6) months, whichever is less of mortgage/utility payments.

Emergency rental & utility assistance will not be paid directly to households. Policies and procedures must establish how financial assistance is paid to the bona fide landlord/property management agent or company.

Confirming Current Lease Agreement

An applicant household must submit a copy of its current residential lease agreement for the address they reside in as a part of the emergency rental assistance application.

W-9 Form

A completed W-9 form from the bona fide landlord/property management agent or company must be submitted as a part of the emergency rental assistance application.

Program Participation-Payment Acceptance Form

A signed Program Participation-Payment Acceptance form from the bona fide landlord/property management agent or company must be submitted as a part of an applicant household's emergency rental assistance application.

Current Rental Balance

An applicant household must submit a confirmed copy of its current rental balance from the bona fide landlord/property management agent or company.

Landlord, Property Management Agent or Company

A bona fide landlord/property management agent or company is defined as the legal owner and/or representative of a Single-Family or Multi-Unit residential property leased for the purposes of permanent housing, entitled to collect rent as prescribed in a valid lease agreement.

In order to process and disburse emergency rental assistance payments to a bona fide landlord/property management agent or company, signed and completed W-9 and Program Participation-Payment Acceptance forms are required. The landlord/property management agent or company will abide by program requirements and will be provided with a clear summary and schedule of payments to be made on behalf of eligible households.

Under no circumstances will the City of Lynwood or staff be a party to any lease for which assistance is provided. Program administration contact numbers and information must be provided in case of questions or concerns.

In addition, the landlord/property management agent or company will be provided with an IRS 1099 form at the end of the calendar year for tax reporting purposes.

Types of Household Income

The following is a list of the types of household income most commonly encountered, as well as the kinds of documentation required for verification. This is not intended to provide an exhaustive list of possible income sources, but only those sources most commonly encountered. However, all applicant income sources must be clearly identified and documented.

- A. **Salary Income:** The documentation of salary income must be obtained from at least **one (1) source**. The documentation may not be older than six (6) months, except for Federal and State income tax returns which may not be older than one (1) year. The

documentation must be properly labeled and compiled in the applicant's case file in a readable format. Acceptable sources of income documentation include the following:

Federal or State income tax returns or W2 forms; or

Copies of the applicant's three (3) most recent paycheck stubs, establishing the applicant's monthly income; or

If above documentation is not available, certification of the applicant's monthly and annual income from the employer.

- B. **Self-Employment:** Any income from an adult household member who is self-employed must be documented and verified from at least **one (1)** of the following sources:
- A copy of IRS Form 1040/1040A (tax return), if filed with the IRS for the last year; or
 - A notarized affidavit signed by the applicant that includes the name of the household member who is self-employed, the name of the business, and the prior year's estimated annual income.
- C. **Social Security/Supplementary Security Income/ Social Security Disability:** Income from Federal or State retirement programs and disability must be verified from at least **one (1) source** that may not be older than six (6) months, unless noted below. Acceptable documentation sources include:
- A copy of the applicant's monthly award check; or
 - A copy of a benefit verification letter (also referred to as an "award letter" or "income letter" and can be requested from local Social Security office by applicant); or
 - Copy of a bank statement showing direct deposits of applicant's award check; or
 - Copy of Social Security Form SSA-2458 which verifies benefits (can be requested from local Social Security office by applicant); or
 - Copy of Social Security form SSA-1099 (tax form mailed each year stating total amount of benefits received from the previous year.) May not be older than one (1) year.
- Written certification from the awarding agency verifying the applicant's eligibility and the amount of the monthly benefits.
- D. **Welfare/General Relief:** Income from social aid programs [e.g., California Work Opportunity and Responsibility for Kids (CalWORKs), Temporary Assistance for Needy Families (TANF)] must be verified from at least **one (1)** of the following sources:
- Copies of the applicant's most recent bi-monthly award checks.
 - Copy of most recent *Notice of Action* or award letter stating the amount of applicant's benefit; or
 - Written statement from caseworker stating the applicant's benefit amount; or

Written certification from the awarding agency verifying the applicant's eligibility and the amount of the monthly benefits.

- E. **Pension Income:** Pension Income must be verified from at least **one (1)** of the following sources:
- A copy of the pension award letter; or
 - Copies of the applicant's three (3) most recent payment stubs verifying benefit amount; or
 - A copy of the applicant's bank statement demonstrating that the award check was directly deposited into the applicant's account.
- F. **Personal Interest:** Personal interest from savings accounts or dividends from financial investments must be identified and documented as earned income. Adequate verification may include:
- Federal income tax return; or
 - Copies of bank statements; or
 - All pages** of investment statements indicating the amount of dividends earned.
- G. **Alimony/Child Support:** Income received from alimony and/or child support payments must be documented and verified from at least **one (1)** of the following sources:
- A copy of applicant's weekly or monthly check; or
 - A copy of a separation or settlement agreement or a divorce decree from a court establishing payments; or
 - A notarized affidavit, signed by the applicant, certifying to the amount of child support received.
- H. **In-Home Supportive Services:** Income earned by a caregiver/caretaker providing in-home supportive services for a different household must be documented through copies of **the three (3)** most recent paycheck stubs, to establish the monthly income.
- I. **Rental Income:** Income received from rental property must be documented as earned income and must be verified from at least two (2) of the following sources:
- A copy of the property rental agreement signed by current tenant stating monthly rent;
 - A copy of recent rent check; and/or
 - A copy of the applicant's income tax return declaring earned rental income. May not be older than one (1) year.
 - Rent receipt book.
- J. **No Income:** Should an adult member of the household (18 years and older) have no income to report, documentation to be submitted may include:

A notarized affidavit signed by the household member declaring he/she does not earn income that can be contributed to the household; or

Self-certification that the household member does not earn income.

The calculation of annual income **shall not include** the following:

- A. **Income from Children**, which is income from the employment of children (including foster children) under the age of 18 years.
- B. **Payments Received for the Care of Foster Children**, including foster adults (usually persons with disabilities, unrelated to the family, who are unable to live alone).
- C. **Lump-Sum Payments**, including additions to family assets, such as inheritances, insurance payments (e.g., health and accident insurance, and worker's compensation), capital gains and settlement for personal or property losses [except as provided].
- D. **Reimbursement for Medical Costs**, including all payments received by the family that are specifically for, or in reimbursement of, medical expenses for any family member.
- E. **Live-in Aide**, including the income of a live-in aide employed because of a medical condition or disability of a family member. A live-in aide is determined to be essential to the care and well-being of the person, not obligated for the support of the person, and would not be living in the unit except to provide the necessary supportive services.
- F. **Education Assistance**, including the full amount of educational scholarships paid directly to the student or to the educational institution, and Government funds paid to a veteran for tuition fees, books, equipment, materials, supplies, transportation and miscellaneous personal expenses of the student. Any amount of such scholarship or payment to a veteran not used for the above purposes that is available for subsistence is to be included in income.
- G. **Armed Forces (Special Pay)**, specifically special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
- H. **Government Programs**, including the following:

Amounts received under training programs funded by HUD and earnings and benefits from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government.)

Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income (SSI) eligibility and benefits, because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS).

Amounts received by a participant in other publicly-assisted programs, which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and made solely to allow participation in a specific program.

Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the U.S. Housing Act of 1937.

Amounts paid by a State agency to a family with a member who has developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member living at home.

- I. **Temporary Income.** considered temporary, nonrecurring or sporadic in nature (including gifts).
- J. **Income of Full-Time Students.** earnings in excess of \$480 for each full-time student 18 years old or older attending school or vocational training (excluding the head of household and spouse).
- K. **Property Tax Refunds.** including amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling of the unit.
- L. **Adoption Assistance Payments.** in excess of \$480 per adopted child.

Record Retention, Program Reporting and Monitoring

The operating agency for the Housing & Utility Assistance Program shall maintain applicant files, landlord/property management agent or company information, and all program administration (programmatic and financial) records, written and digital, for no less than a period of 5 years from the end of the program in accordance with the U.S. Department of Housing and Development.

The operating agency shall report, approved and assisted households, and their corresponding assistance information, weekly, or as directed by the funder. The operating agency for the shall periodically report to-date households assisted in a numeric and narrative format as directed by the funder. Financial and programmatic monitoring of the operating agency will be conducted by the Community Development Department Housing Division staff.

Conflict of Interest

No COVID-19 Housing & Utility Assistance Program funding will be provided to any member of the governing body of the City of Lynwood, nor any designee of HUD, or the operating agency who is in a decision making capacity in connection with the administration of this program; no member of the above organizations shall have any interest, direct or indirect, in the proceeds from a grant from this program.



City of LYNWOOD California

COVID-19 EMERGENCY

Housing & Utility Assistance Program Application and Affidavit

**** Please save this form and open in pdf application before filling out ****

Tenant First Name: _____ Tenant Last Name: _____
 Phone number: _____ Email: _____
 Rental Address: _____ Unit #: _____
 City: _____ State: _____ ZipCode: _____
 Mailing Address (if different): _____
 City: _____ State: _____ ZipCode: _____

Names of all other household members:

#1 First Name: _____	Last Name: _____
#2 First Name: _____	Last Name: _____
#3 First Name: _____	Last Name: _____
#4 First Name: _____	Last Name: _____
#5 First Name: _____	Last Name: _____
#6 First Name: _____	Last Name: _____

I declare, under penalties of perjury, as follows:

- I pay rent to _____ (Landlord) whose contact information is:
 Mailing Street Address: _____
 City: _____ State: _____ ZipCode: _____
 Phone number: _____ Email: _____
- My household has lost significant income due to COVID-19 and is now unable to pay rent for my residence.
- My household's estimated gross income for the current month is \$_____.
- My household's monthly rent is \$_____.
- My household does not have sufficient savings or liquid assets to pay the rent.
- My residence is not subsidized through federal or state resources and my household is responsible for the full payment of the rent.
- No other person in my household has applied for or will apply for this COVID-19 Emergency Program.
- I understand the City of Lynwood will assist with a grant of up to Nine Thousand and 00/100 Dollars (\$9,000) or a maximum of six (6) months, whichever is less or up to Twelve Thousand and 00/100 Dollars (\$12,000) or a maximum of six (6) months, whichever is less to be applied to my June through present rent or mortgage/ utilities. This is a one-time benefit. I understand that if I have already received the benefit for June or July, I am not eligible for a August payment.

I hereby swear and affirm that the above information is true and correct to the best of my knowledge and belief. I authorize the City of Lynwood to verify and investigate such information with my full cooperation at any time. I understand that providing false information on this Affidavit is a crime and will subject me to criminal penalties and civil remedies.

I am signing this Application and Affidavit by electronically entering my name below or providing a wet signature.

Date: _____ Name: _____

SUBMIT FORM

**** Email the completed application to strejo@lynwood.ca.us ****