SAMPLE DOCUMENT
for a
Bridgton CDBG-CV
RENTAL & MORTGAGE ASSISTANCE PROGRAM

All organizations interested in operating a Rental & Mortgage assistance program using CDBG-CV funds are encouraged to reach out to Bridgton Staff kdowns@bridgtonmaine.org– Bridgton hopes to align any Rental & Mortgage Assistance program with similar programs offered by other HUD entitlement jurisdictions and the State of Maine.

SAMPLE

CARES: Emergency Income Payment Program

In response to the Coronavirus Aid, Relief, and Economic Security (CARES) Act Cumberland County will provide much needed relief of rent, mortgage, or utility payment for up to three (3) months to alleviate the housing burden for low income households that have lost their employment income as the result of the Covid-19 pandemic.

Program Goal:

- To alleviate financial pressure for low income households as the result of the Covid-19 pandemic.
- To provide greater economic security to homeowners and rental property owners.

Eligible Applicants:

- Renters and Homeowners living in Cumberland County;
- Household Income is at or below 80% of Median Family Income (MFI)
- Lost household income as a result of Covid-19;
- Provide documentation of income received as a result of any governmental response program due to Covid-19 (such as unemployment compensation); **and**
- A gap exists between household income prior to Covid-19 and now.

Type of Assistance:

Applicants that meet all of the criteria listed above are eligible to apply for an Emergency Income Payment for rent or mortgage principal and interest, and may be eligible to receive up to a total of $500 in utility assistance for current electriCounty or fuel costs for a period not to exceed three (3) months. All payments made on behalf of the applicant will be paid directly to the vendor. Under no circumstance will the payment be made directly to the household.

Program Requirements:

For all applicants:

- Applicants will be required to provide household income, assets and expenses for the timeframe prior to when the household member (s) were laid off or terminated; documentation of rent or mortgage owed; documentation of the relief programs applied for including the history of benefits received or estimated benefits;
- Demonstrated gap between unemployment benefits and regular income;
- Sign and comply with a Declaration of Benefits (DOB) statement and agreement to pay the County back if funding is received from another state, federal or local resource

For Renter households @ or below 80% of Median Family Income:

- Renter must provide documentation from the rental property owner that no evictions were pending prior to Covid-19;
- A Lease Agreement or a letter/email from the rental property owner the amount of rent the tenant pays and a statement that the household was in good standing with the property owner and not subject to an eviction for failure to pay rent prior to January 20, 2020 (coincides with President declaring Maine a Major disaster)

For owner occupied households @ or below 80% of Median Family Income:

- Homeowner must provide notification from Lender that the owner does not qualify for a mortgage forbearance or suspension of mortgage payment;
- Mortgage Statement showing the amount of Principal and Interest;
- Grant permission to run a Credit Report to verify that they were in good standing with payments on mortgage (regardless of other payments)

Review and Approval:

The County will review the contents of the application and may use 3rd party verification methods to document income, assets, and expenses for all applicants. The County will use Part 5 Income Determination Method (Attachment 2: Income Inclusions and Exclusions of Part 5). Expenses provided by the applicant will be analyzed and a cash flow analysis will be prepared for the time prior to Covid-19 when the applicant was laid off to the current time frame. The analysis will be reviewed and signed by the applicant household. A write up will be prepared for the Director to review. Included will be an analysis of the gap payment, the amount and whether or not the household qualifies for utility assistance. The Director will approve or deny the assistance and the applicant will be notified of the decision. If approved, the Intake Coordinator will prepare the closing documents and contact the applicant. If denied, the applicant will be provided a *"Notice of the Right to Appeal".* This notice will detail the reasons for the denial and will provide instructions of the appeal process.
The applicant may appeal the program Director's decision to the County Manager or his designee and will use the following procedure:

- The request for a hearing must be made in writing to the County Manager within 30 days of the date of decision.
- No new information may be presented by the applicant, only clarification of information that was originally provided, which, in the applicant's point of view, may not have presented their complete financial condition.
- The applicant may provide a written explanation to the County Manager or may request a meeting, which may be on Zoom, conference Call or equivalent.

- The County Manager will review the information and make a determination on the appeal. The County Manager will contact the Director of Community Development with the decision. The County Manager's decision is final.

Program Marketing:

- Notification to Landlords Association
- Website
- Notice of program to all GA offices throughout the CCEJ
- Healthy Neighborhoods

CDBG Eligibility and National Objective:

This program is eligible for CDBG funding under 570.207(b)(4) and the National Objective is LMI Limited Clientele 570.208(2)(C).

Environmental Review Requirements:

This program is considered to be classified as 24 CFR 58.35(b) (2) a Categorical Exclusion Not Subject to 58.5.