

Hudson River Housing, Inc. (HRH)
Emergency Rent Relief
Eviction Prevention Program

Application Guidance and Instructions

Program Description

Dutchess County and the City of Poughkeepsie received funding through the Coronavirus Aid, Relief and Economic Security (CARES) Act for distribution through the Community Development Block Grant (CDBG). These CDBG COVID (CV) funds are to be used to prevent, prepare for, or respond to the coronavirus pandemic. The coronavirus caused an unprecedented rise in unemployment. Persons with low and moderate incomes are less likely to have savings or access to other types of financial support to see them through a sudden and significant loss of income. Although there is a temporary moratorium on evictions, payment for past due rents will be due when the moratorium is lifted, and it is anticipated many households will have difficulty paying past due rent quickly enough to avoid eviction. Eligible applicants shall be entitled to receive up to **6 consecutive months** of rental arrears assistance, utility arrears assistance or both effective April 1, 2020.

Funding

- City of Poughkeepsie allocation is \$200,000.
- Dutchess County, not including the City of Poughkeepsie is approximately \$932,000.
- The city receives their own CDBG-CV funds, so its residents are not eligible for county CDBG-CV funds under federal regulations.
- HRH will be administering these funds for Dutchess County and the City of Poughkeepsie.

Funding Limits

- Payments for rental arrears shall be **the lesser of** the monthly rent for the household or 150% of the fair market rent for the unit based on bedroom size.

FAIR MARKET RENTS						
Bedroom Size	0	1	2	3	4	5
	\$1,088	\$1,160	\$1,467	\$1,868	\$2,097	\$2,417

Eligibility Criteria

- All Dutchess County residents are eligible for rental arrears assistance, utility arrears assistance or both if the household applying:
 - Is able to provide documented negative impact of COVID-19;
 - Is a tenant residing in their primary residence, including lot rent for manufactured homes, and legal rooming house or single room occupancy units;
 - Includes an individual who qualifies for unemployment or experienced a reduction in household income, incurred significant costs, or experienced other financial hardship due to the COVID-19 outbreak;
 - Can document a risk of experiencing homelessness or housing instability;
 - Has a landlord issued rental ledger (or similar document) outlining specific arrearages owed by month; and,

- Has an annual household income at or below 80% of the area median income (AMI). However, households with incomes at or below 60% of the AMI will be prioritized. Income limits shall be adjusted for family size, as illustrated in the below chart:

60% and 80% of Area Median Income (AMI) Limits								
Household (HH) Size	1	2	3	4	5	6	7	8
60% AMI	\$43,020	\$49,140	\$55,260	\$61,380	\$66,300	\$71,220	\$76,140	\$81,060
80% AMI	\$57,360	\$65,520	\$73,680	\$81,420	\$88,400	\$94,960	\$101,520	\$108,080

Timeline

Date	Activity
April 16, 2021	Application & Application Guidance Released
May 17, 2021	Applications Due by 4:00 p.m.
May 18, 2021 – ongoing	Application Review Begins
June 15, 2021 - ongoing	Notice of Rental Assistance to Awardees

Program Coverage Period

- Eligible applicants shall be entitled to receive up to **6 consecutive months** of rental arrears assistance, utility arrears assistance or both effective April 1, 2020.

Application and Documentation Requirements

- The application and all supporting documentation must be submitted through the [Emergency Rent Relief Eviction Prevention Program application portal](#).
- Tenants may apply for assistance directly or landlords may initiate an application on behalf of a tenant; however, the tenant will be required to complete portions of the application.
- Applicants will be required to upload eligibility documents as described in the application portal including, but not limited to:
 - Households shall provide at minimum one month’s documentation of all income sources, both earned and unearned, for all household members (excluding income from full-time students), including but not limited to:
 - Gross Earned Income (i.e., wages, tips, self-employment, etc.)
 - SSI/SSD
 - Pension
 - Child Support
 - Alimony

- Unemployment Insurance Benefits (UIB): All unemployment including regular Unemployment Benefits, Pandemic Unemployment Assistance (PUA) and Pandemic Emergency Unemployment Compensation (PEUC) shall be counted as sources of household income.
- Public Assistance Payments made under the Temporary Assistance for Needy Families (TANF).
- Interest, Dividends, and other net income earned on assets including net income from real or personal property
- Other: any other source of income not included in this list
- EXCLUDED Income Sources
 - Foster Care Subsidy
 - Income from full-time students, assuming verification is provided
 - Federal Pandemic Unemployment Compensation (FPUC) is excluded (\$600 federal benefit which ended July 31, 2020)
 - Landlord issued rental ledger (or similar document) outlining specific arrearages owed by month.
- The landlord or property owner enter into a Landlord and Tenant Rental Settlement Agreement that incorporates the terms of the settlement including a disclaimer that the landlord agrees waive late fees and that the debt created by the rental arrears will not be reported to any credit reporting bureau.

Prioritization Procedure

- The Administrator shall use a lottery selection process to determine the order in which applications will be screened for eligibility. Households earning less than 60% of the Area Median Income (AMI) will be prioritized and screened before households that earn between 60% and 80% of AMI (see 60% and 80% AMI Limits included the chart above)
- In the event there is a lack of funding to fully support the final applicant, the final applicant will be offered the balance of funding available. If that applicant declines, HRH will move on to the next applicant, and so on, until all funds have been expended.

Application Portal Instructions

1. [Use this link to navigate to the *Emergency Rent Relief Eviction Prevention Program* application portal.](#)
2. Create an account by clicking the REGISTER.
3. After your register, you can log into the grant portal and begin completing the application.
4. Once you begin an application, it will be saved as a draft, and you can re-enter any time prior to the submission deadline to complete the application.
5. The application will not be submitted until you hit the SUBMIT button.
6. Once the application is submitted, no additional changes can be made.

For Additional Information or Assistance Contact:

Primary Contact

Tina Calcutti

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Los solicitantes que hablan hispana pueden comunicarse con:

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