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. 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

− Funding for the City of Poughkeepsie allocation is approximately $120,000.
− Funding availability for Dutchess County, not including the City of Poughkeepsie is approximately $624,000.
− 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.

<table>
<thead>
<tr>
<th>Bedroom Size</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,033</td>
<td>$1,107</td>
<td>$1,412</td>
<td>$1,796</td>
<td>$2,022</td>
<td>$2,335</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Household (HH) Size</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>60% AMI</td>
<td>$42,240</td>
<td>$48,240</td>
<td>$54,300</td>
<td>$60,300</td>
<td>$65,160</td>
<td>$69,960</td>
<td>$74,820</td>
<td>$79,620</td>
</tr>
<tr>
<td>80% AMI</td>
<td>$55,950</td>
<td>$63,950</td>
<td>$71,950</td>
<td>$79,900</td>
<td>$86,300</td>
<td>$92,700</td>
<td>$99,100</td>
<td>$105,500</td>
</tr>
</tbody>
</table>


Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 28, 2022</td>
<td>Application &amp; Application Guidance Released</td>
</tr>
<tr>
<td>March 14, 2022</td>
<td>Applications Due by 11:59 p.m.</td>
</tr>
<tr>
<td>March 15, 2022</td>
<td>Lottery for Applications received by 11:59 p.m. on March 14th</td>
</tr>
<tr>
<td>March 15, 2022 – ongoing</td>
<td>Application Review Begins</td>
</tr>
<tr>
<td>April 1, 2022 - ongoing</td>
<td>Notice of Rental Assistance to Awardees</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 28, 2022</td>
<td>Application &amp; Application Guidance Released</td>
</tr>
<tr>
<td>February 28, 2022 - ongoing</td>
<td>Applications Accepted on a Rolling Basis and Funded in Order of Receipt until Funds are Exhausted</td>
</tr>
<tr>
<td>February 28, 2022 - ongoing</td>
<td>Application Review Continues</td>
</tr>
</tbody>
</table>

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:
  o 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.)
    ➢ Most Recent Federal Tax Return (1040)
    ➢ 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
  o 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)
  o 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 Dutchess County 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). Applications received after March 14, 2022 will be processed in the order in which they are received.

- **City of Poughkeepsie** applications are being processed on a first come first serve basis.
- 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
845-337-4407
tcalcutti@hudsonriverhousing.org

Los solicitantes que hablan hispana pueden comunicarse con:
Freddie Cruz
845-337-4407 ext.408
fcruzjr@hudsonriverhousing.org