



Covid-19 Emergency Rental Assistance Program

Weber Housing Authority
237 26th Street, #E220
Ogden, Utah 84401
Phone: 801-399-8691
Fax: 801-399-8690

Weber Housing Authority
Covid-19 Emergency Rental Assistance Program Guidelines

1. Program Summary

The Weber Housing Authority Covid-19 Emergency Rental Assistance Program is designed to assist households in maintaining their current living situation and avoid eviction. The program is for participants that are in a temporary crisis that is beyond the control of the participant that has significantly affected their ability to pay their rent. Participants must be a victim of Covid-19 and must not be receiving Unemployment Benefits. The participant must have exhausted all other resources and have no other way to alleviate the crisis but for the assistance of the program. Rental payment must be in arrears or due within 10 calendar days and the assistance must stop the eviction process. The payment will not exceed \$1,500 per household and will be paid directly to the landlord or property management agency. Funding will be offered as it is available and on a first come, first serve basis and will only be offered once per household. The process of applying is outlined below.

2. Homeless Prevention

It is intended that the funds will be used to assist households in avoiding homelessness as a result of Covid-19. The funding may only be used to prevent homelessness by avoiding eviction.

3. Eligible Households

Verification must be provided that the household has applied for Unemployment Benefits and that they have been denied assistance. There must be reasonable proof that the family will be able to resume full monthly housing payments in the following months. The participant should provide proof that they are currently working or planning to work or that sufficient income will be able to support the household with future expenses.

Households that comprise of undocumented citizens do not qualify for assistance under this program.¹

4. Projected Household Income Requirements

Income documentation in the form of most recent pay-stubs and tax returns are required to apply for the Weber Housing Authority Emergency Rental Assistance Program. Every member of the household age 18 and older must submit income information regardless of their participation on the program. The annual household income (all members age 18 and older) cannot exceed 80% of the area median income. Weber Housing Authority Emergency Rental Assistance Program utilizes the HUD adjusted gross income definition for determining the projected household annual income. These yearly household income

¹ "The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 imposed restrictions on eligibility for receipt of public benefits. Essentially, the law provides that illegal aliens are not to receive public benefits and specifies how the inquiry into a person's status is to be conducted."

HUD OneCPD Resource Exchange, <https://www.onecpd.info/homelessness-assistance/>, 2014.

limits, based on household size, are listed below:

Emergency Rental Assistance Income Requirements (2020)	
Household Size	Maximum Income
1	\$48,350
2	\$55,250
3	\$62,150
4	\$69,050
5	\$74,600
6	\$80,100
7	\$85,650
8	\$91,150

Assistance is offered on a first come, first serve basis.

4. Application Verifications

1. Weber Housing Authority Emergency Rental Assistance Program Application
2. Social Security Cards for all household members
3. Income information (consecutive and most recent 60 days of pay stubs) AND letter from employer explaining your current employment situation (if applicable)
4. Tax information for 2019
5. Denial letter from DWS regarding Unemployment Benefits
5. Current lease
6. Current rent ledger

5. Property Qualifications

Properties must be located within Weber County, but may not be in Ogden City. The current target area is anywhere in Weber County outside of the Ogden City limits. The qualifying cities that may participate in the program are:

Farr West	Riverdale
Harrisville	Roy
Hooper	South Ogden
Marriott-Slaterville	Washington Terrace
North Ogden	West Haven
Plain City	
Pleasant View	

Process Guidelines

1. A fully completed application will be sent to Weber Housing Authority will all required documentation. The application (with all required documentation) may be dropped off, faxed, emailed or mailed to Weber Housing Authority staff. Please do not submit an incomplete application.
2. Participants will be contacted once a completed application is submitted.

3. The landlord will be contacted once the application is approved. Weber Housing Authority staff will explain to the landlord that a rental payment will be made on behalf of the tenant. The date the landlord can expect to receive a check will also be detailed.

Once all required documentation has been submitted with the completed application, there is NO GUARANTEE that funds will still be available or that you will qualify for the assistance. The following guidelines will help determine if you qualify for funding assistance:

- You must show that your crisis is directly related to Covid-19; you have contracted Covid-19 and lost employment or lost your employment as a result of the pandemic. You must also show that you have applied for Unemployment Benefits and been denied.
- Payment is in arrears or due within 10 calendar days. The Weber Housing Authority can provide assistance for up to 3 months of rental assistance OR a total of \$1,500 per household.

The undersigned hereby releases Weber Housing Authority, its agents and employees from all liability or obligation arising from or in connection with services or goods received from Weber Housing Authority. I understand that Weber Housing Authority reserves the right to consult with other community agencies, landlords and the utility companies regarding my case. This includes the right to release or receive names and addresses. Some of the information on this application will be used to obtain statistical reports to be submitted to grantors and/or for program outreach purposes.

In the event that your application is not approved for any reason, there is a grievance process in place, which can be utilized by requesting the program manager to review your application and the reasons for denial. If there is still dissatisfaction, the decision may be heard by the Executive Director of the Weber Housing Authority. If the decision is still unsatisfactory, you may submit a written description of the grievance decision to the Weber Housing Authority Board of Directors at 237 26th Street, #E220, Ogden Utah 84401.

Signature of Applicant

Date

Checklist of Information

Applicant must provide the following required documents/information before application will be accepted (No exceptions will be made).

Documentation:

- Social Security Cards for all household members
- Income information (consecutive and most recent 60 days of pay stubs) AND letter from employer explaining your current employment situation (if applicable)
- Tax information for 2019
- Denial letter from DWS regarding Unemployment Benefits
- Current lease
- Current rent ledger

Rental Assistance Packet:

- Completed Emergency Rental Assistance Packet
- Landlord signature on last page of Packet (please ask about this before having your landlord sign)

-All documentation must be complete before turning in the housing packet-

AUTHORIZATION FOR THE RELEASE OF INFORMATION

Organization requesting release of information:

Weber Housing Authority
237 26th Street, Suite #E220
Ogden, Utah 84401

Purpose:

The U.S. Department of Housing and Urban Development (HUD) and the above named organization may use the authorization and the information obtained with it, to administer and enforce program rules and policies.

Authorization:

I authorize the release of any information (including documentation and other materials) pertinent to eligibility for participation for the following program:

Emergency Rental Assistance

I authorize the above named organization to obtain information on wages or unemployment compensation from State Employment Securities Agencies. I understand any Criminal History Record or police incident report(s) can be released to any adult regarding individuals receiving Housing Assistance who may be directly affected. I hereby release the Weber Housing Authority from any liability that may result from the receipt or use of any Criminal History Record or police incident report(s).

Information Covered Inquiries may be made about:

Family Composition	Residences and Rental History
Employment, Income, Pension and Assets	Social Security number and information
Federal, State, Tribal or Local Benefits	Identity and Marital Status

Individuals or Organization That May Release Information:

Any individual or organization including any governmental organization may be asked to release information. For example, information may be requested from:

Banks and other Financial Institutions and Present)	Landlords	Employers (Past
Providers of:	Law Enforcement Agencies	
Alimony or Child Care	Schools and Colleges	
Child Support or Credit issuing agencies	U.S. Social Security Administration	
Handicapped Assistance	U.S. Department of Veterans Affairs	
Medical Care	Utility Companies	
Pensions/Annuities	Welfare Agencies	
Local Supportive Services		

Conditions:

I agree that photocopies of this information may be used for the purposes stated above. If I do not sign this authorization, I also understand that my application may be denied or terminated.

Head of Household (Print)	Signature	Date
Other Adult (Print)	Signature	Date

Weber Housing Authority Applicant Statement

Please state the reasons you are experiencing a housing crisis and how this DIRECTLY relates to Covid-19:

Are you currently receiving Unemployment Benefits? Please explain why/why not:

Landlord Contact Information:

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Applicant Signature

Date

Weber Housing Authority Representative

Date



**Weber Housing Authority
Rental Assistance Application**

	Last Name	First Name	Relationship (Spouse, daughter, etc.)	Sex	Disabling Condition (Y/N)	Race	Ethnicity (Hispanic/Non- Hispanic)
1							
2							
3							
4							
5							
6							

Phone number where you may be reached: _____

Email Address: _____

Residency: Current Address

	Address	City	State	Zip	Landlord's Name	Phone Number
Current						

Landlord's Address: _____

All income must be reported. For each family member on page 1, list any income received by or in behalf of that family member:

Mem #	Type of Income: (Wages, SSI, SSA, Alimony/Child Support, Interest, Dividends, Retirement, Self Employment Income, Tips, Commissions, Welfare, etc.)	Amount of Income from this source:	Frequency: (Daily, weekly, monthly, annually, etc.)	Office use only:
Total Estimated Annual Income:				

Dear Landlord:

The Weber Housing Authority will not approve emergency rental assistance if the owner of the proposed dwelling is related in any way to the client. This includes but is not limited to: the spouse, the parent, step-parent, child, grandparent, grandchild, sister, or brother of the applicant currently applying for rental or deposit assistance. The property owner or manager may not reside in the specific unit under consideration.

Are you related to the client who is applying to rent your unit?

Yes _____ No _____

Do you live in the unit with our client?

Yes _____ No _____

By signing this form, you are acknowledging you have read and understand the information provided. You are indicating you have honestly answered the above questions to the best of your knowledge.

Landlord/Property Manager's Signature

Date signed

Address, City, State and Zip

Phone Number



