

EMERGENCY RENTAL ASSISTANCE PROGRAM

The City of Salem is partnering with the North Shore Community Action Programs, Inc. (NSCAP) to provide much needed relief to Salem residents at risk of losing their rental housing due to the COVID-19 pandemic.

Rental Assistance

Applicants that meet the program guidelines listed below are eligible to apply for Emergency Rental Assistance. Qualifying families will be eligible to receive up to \$500 per household for two months (maximum \$1,000). All payments made on behalf of the applicant will be paid directly to the landlord. Under no circumstance will the payment be made directly to the household. Funds will be in the form of a grant that does not have to be repaid by the applicant.

Rental Assistance will be available on a rolling basis until the funds are depleted. There could be additional rounds depending on need and available funding sources. Applicants may apply for and receive assistance for more than one round upon recertification that the household still meets the eligibility requirements.

We are all in this together. In order to maximize public resources, applicants must demonstrate that there has been an effort made to ask landlords to contribute by offering rent reductions.

For questions about the program and or questions about the application, please contact NSCAP at 978-548-5776 or funds2020@nscap.org.

Program Guidelines

To qualify for this financial assistance, you must:

- be a Salem resident;
- have requested a rent reduction from the landlord;
- have a demonstrated gap between household income prior to Covid-19 and now;
- have a current rent that exceeds 30% of your current household income;
- have an income guideline that does not exceed the chart below.

Persons in Household	1	2	3	4	5	6	7	8
50% AMI Income Limit	\$41,500	\$47,400	\$53,350	\$59,250	\$64,000	\$68,750	\$73,500	\$78,250

In the provision of our services, the City of Salem does not discriminate on the basis of immigration status, race, color, ethnicity, national origin, gender or gender identity, age, religion, marital status, familial status, sexual orientation, ancestry, public assistance, veteran history/military status, genetic information or disability.

EMERGENCY RENTAL ASSISTANCE APPLICATION

Application Submittal

Submit the completed application and all supplemental documents to NSCAP by **one of the four** methods listed:

1. Complete the webform found here:
<https://app.smartsheet.com/b/form/492061e9133a4026bbe39d40ea299ce7>
2. Email all documentation to: funds2020@nscap.org
3. Mail a hard copy of the documents to:
NSCAP -Attn. COR
119 R. Foster Street Bld 13
Peabody, MA 01960
4. Drop off a hard copy of the documents in the black mailbox at the NSCAP Office located at 119 R. Foster Street, Peabody, MA 01960.

Applicant Name: _____

Phone Number: _____

Email Address: _____

Home Address: _____

Landlord's Contact Information

Name: _____

Street Address: _____

City/Town: _____ State: _____ Zip Code: _____

Best Phone Number: _____ Email: _____

**landlord MUST participate in this program. If this is left blank the application is incomplete and will not be considered.*

Number of people in the household (including yourself): _____

If there are more than four people in your household, list the remaining names, date of birth and occupations on another sheet of paper.

Name: _____ **Date of Birth:** _____ **Occupation:** _____

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Name: _____ **Date of Birth:** _____ **Occupation:** _____

Gross Weekly Income prior to COVID-19 (all household members 18+):

\$ _____

Current Gross Weekly Income, including unemployment benefits (all household members 18+):

\$ _____

Monthly Rent prior to COVID-19: \$ _____ **Current Rent:**

\$ _____

Please answer yes or no:

1. Are any members of your household receiving unemployment benefits?

Yes No

2. Have any members of your household been furloughed or laid off due to COVID-19?

Yes No

3. Have any members of your household had their hours reduced by more than 50% due to COVID-19?

Yes No

EMERGENCY RENTAL ASSISTANCE APPLICATION CHECKLIST

Applications and all supporting documents must be completed and provided to NSCAP via the webform, email, US Mail or dropped off at the NSCAP office. A checklist of submittal documents is provided below. NSCAP may request additional information, if necessary, to make a determination of eligibility.

- ☐ Completed application form.
- ☐ Identification – Copies of proof of identification for all household members (valid Massachusetts ID, passport, birth certificate, etc.).
- ☐ Copy of Lease or letter from landlord evidencing monthly rent amount.
- ☐ Proof that the household requested a rent reduction from the landlord.

Emergent Need

- ☐ Evidence of reduced income – this might be a second paystub showing reduced hours, or a lay-off notice from your employer, multiple month's bank statements or notices from Unemployment Assistance.

Verification of Income

Applicants will be required to provide household income, assets and documentation of all relief programs for which they have applied, including the history of benefits received or estimated benefits. Please include all of the following, as applicable:

- ☐ One most recent paystub for all employed household members over the age of 18.
- ☐ Evidence of any other income sources (unemployment, alimony, pension/retirement, etc.).
- ☐ Self-employed applicants may be required to provide additional information if necessary.
- ☐ Copies of 2019 tax returns for all adult household members, if available.
- ☐ Most recent bank statement for all bank accounts for all household members over the age of 18.