

FLEX-CV

Policy and Procedure

November 20, 2020

Agency Administration:

The FLEX-CV program is an emergency temporary rental, and mortgage assistance program for those Somerville residents who have had an income loss or increase in expenses caused by or exacerbated by COVID-19.

The Somerville Homeless Coalition (the "Agency") will administer the FLEX-CV program.

Eligibility Criteria:

To be eligible an applicant must meet the following criteria:

1. Have gross income at or below 100% of Area Median Income (AMI) for the region;
2. Be a resident of Somerville; and
3. Have rental, mortgage, condo fees or need a prospective stipend for December, 2020.

Allowable Expenditures:

Payment will be made to third parties (bank, landlord) for eligible applicants for any outstanding rent, rental late fees court costs, and mortgage due at the time of application. Prospective stipends may also be paid through the month of December, 2020.

Payment Amounts

There will be no cap on the dollar amount of any payment but payment for allowable expenditures cannot exceed payment for any reason for a service or liability after December, 2020.

Households (who needs to apply together) for assistance:

There may be more than one applicant household living in a living accommodation. Spouses, their children, any parent of the children and/or caretaker of minor children must apply together as a household.

Documentation required for an application to be considered complete:

1. Income Documentation

Third party documentation of income for all household members. In the event that the Agency or any referring agency act to obtain such documentation through due diligence but are not able to obtain the same reasonably promptly, the household member can provide a self-certification of income.

2. Documentation from lessor for rental arrears, late fees and court costs:

- a. Documentation from the lessor either in the form of a notice to quit or a signed statement indicating the amount charged for monthly rent, the total amount due and owing, and the months which have not been paid. If payments are back applied so that it is unclear which

months remain unpaid the total due will be sufficient. The amount of any late fees or court fees must also be documented; and

b. A signed and completed W9.

3. Documentation for mortgage payments:

a. A mortgage bill or other written statement from the mortgage company indicated the amount of mortgage payments that are due and owing; or

4. Documentation of a COVID related or exacerbated loss of income or increase in expenses

a. A statement from the applicant explaining the relationship between their rent, mortgage or utility arrearages and the COVID-19 pandemic.

Granting of a FLEX-CV award

Applicants shall be granted funding under FLEX-CV when all required documentation is received by the Agency and the Agency determines they have met the eligibility requirements. The SHC may approve applications on its own. In the event that the Agency determines that an applicant is ineligible for FLEX-CV, the case shall be reviewed by the following review team: Ellen Shachter, OHS; Susan Hegel, CASLS; Ashley Tienken, CAAS; and Janine Lotti, SCC. Each agency may designate an alternate if the review team member is unavailable. Decisions on applications presented to the review team will be approved if the majority of review team members determine that the applicant meets stated criteria and should be found eligible. Any agency that assisted an applicant in applying for funds shall not be eligible to vote. A minimum of two votes will be needed to make an award if one or more of the agencies is ineligible to vote.