



# CITY OF DUBLIN RESIDENTIAL RENT ASSISTANCE PROGRAM



In response to the COVID-19 pandemic, the City of Dublin created this residential rent assistance program to assist Dublin residents.

## Program Overview

The City of Dublin COVID-19 Residential Rent Assistance Program (“Program”) is intended to reduce potential risk of homelessness and preserve housing stability for existing Dublin residents. The Program provides rent assistance for households experiencing an unforeseen financial crisis and an inability to pay rent due to a loss of income related to the COVID-19 public health emergency. Funding is provided through the American Rescue Plan Act (ARPA).

## Type of Assistance

The amount of assistance is based on an actual need that has been certified by the landlord or property manager, up to a maximum of either \$6,000 per household or a maximum of six-months of rent, whichever is less.

Additional financial assistance, up to a combined maximum of six-months of rent, may be made available if all the Round 2 funds are not expended and/or additional funds are allocated to the Program. An individual household is defined as any number of individuals that are tenants under the same lease/rental agreement. Funds may only be used for outstanding, unpaid rent due on a current lease or rental agreement. The form of assistance will be a grant payable directly to the landlord.

## Funding Priority

Program funds are limited. The Program ends once all available funds have been expended or the Program is closed at the City’s discretion. The City reserves the right to make unused Program funds available at any time for increased assistance to households through future Program funding rounds.

Applications will be processed as they are received, May 20 through June 20, 2022, with qualified applicants being chosen via lottery process if funding requests exceed available funding. Once an application has been submitted, it will be reviewed for completeness. If an application is incomplete, the City will request the applicant to submit incomplete/missing information. The application will remain incomplete and be placed in pending status. The application will be closed if the applicant has not submitted the requested information no later than 14 days of requested date. At the time of application, the City shall also verify that the property owner has an IRS Form W-9 and valid City of Dublin Business License on file with the City, and request both from the property owner/landlord, if not on file.

Applications deemed complete will be reviewed for conformance with the Program Eligibility requirements. City staff may request the applicant submit clarifying or additional documentation, as necessary, to confirm eligibility. The application will be deemed incomplete if the property owner/landlord has not submitted the W-9 and Business License application.

## Program Eligibility

To be eligible to participate in the Program, applicants must meet all the following qualifications:

- Reside in the City of Dublin as their primary residence.



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- Have a current and valid residential lease agreement in the applicant's name for a residential unit located in the City of Dublin.
- Be current on rental payments prior to March 17, 2020 (including being current with the terms of any applicable payment plan for delinquent rent owed prior to that date), and currently remain in otherwise good standing with the terms of the lease, as verified by the landlord.
- Be experiencing job loss or loss of income due to COVID-19 because of loss of/reduced employment and/or inability to work due to school/childcare closures and/or inability to work due to COVID-19 illness or caring for a family member infected by the disease.
- Applicants who received rent relief assistance through another program since March 17, 2020 may not receive duplicate benefits. For example, if an applicant was unable to make April and May rent payments but received rental assistance for April, then the applicant should only apply for May rent.
- Submit a complete application and certify qualification to participate in the Program and inability to pay some portion of rent due during the State of California's eviction moratorium period.
- Reside in property where the landlord has an IRS W-9 form on file with the City of Dublin and maintains a current City of Dublin Business License.

## Ineligible Applicants

The following tenants/landlords are ineligible to participate in the Program:

- Tenants that are immediate relatives, through blood or marriage (i.e., child, parent, sister, brother, grandparent, aunt, uncle, etc.) of the property owner; and/or
- Tenants who are receiving Federal housing assistance (for example Section 8 or other vouchers).

## Application Submittal Requirements

Applicants must submit all the following information to be eligible to participate in the Program:

- Complete application on forms provided by the City.
- Valid photo identification for applicant (i.e., valid driver's license, State ID, passport, etc.).
- Current signed residential lease agreement in the applicant's name for property in Dublin.
- Letter signed by the landlord or property manager with the applicant's name, address, amount and applicable dates of delinquent rent occurring on or after March 17, 2020, amount of funds received on the tenant's behalf for rent that is past due since March 17, 2020, and confirmation that the applicant is otherwise in good standing regarding the terms of the lease (including the terms of any applicable payment plan for delinquent rent owed prior to that date). **Template included for convenient replication/reference.**
- Verification that household income for all household members over the age of 18 is at or below 120% Area Median Income (see chart below) for the period of January 1, 2020 through the date of application submittal. Examples of such documentation for the entire household include the following:
  - 2020 & 2021 Income Verification
    - Federal Tax returns, or
    - W-2 form(s) for all places of employment, or
    - Final paystub(s) from all places of employment showing total annual compensation, or



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- Letter from government agency or printout of government benefits (i.e., Social Security, unemployment insurance, CalWorks, etc.).
- 2022 Income Verification for all household members over the age of 18
  - Most recent paycheck stub(s) or letter from employer(s) stating current income.
  - Letter from government agency or printout of government benefits (i.e., Social Security, unemployment insurance, CalWorks, etc.).

**Alameda County Area Median Income Limits 2022**



Source: California Department of Housing and Community Development, 2022  
\*Median Income is not an official income limit, for reference only.

- Verification of COVID-19 financial impact, including but not limited to:
  - Termination Notice from employer.
  - Signed notice or letter from employer notifying applicant of reduced hours/pay.
  - Payroll check(s) or pay stub(s) demonstrating reduced income.
  - Documentation of impact resulting from childcare needs or caring for family member with COVID-19.
  - Unemployment Award Letter demonstrating reduced income.

To apply online or for more information visit the City of Dublin [COVID-19 Residential Rent Assistance Program](https://www.dublin.ca.gov/RRAP) page ([www.dublin.ca.gov/RRAP](https://www.dublin.ca.gov/RRAP)), contact City Staff at 925.833.6650 or email [RentAssist@dublin.ca.gov](mailto:RentAssist@dublin.ca.gov). You may also obtain an application form by visiting the City of Dublin City Manager’s Office located at 100 Civic Plaza, Dublin, CA 94568.

### Program Modifications and Interpretations

The City reserves the right to adjust the Program, including but not limited to, the type of assistance, Program Eligibility, and application process at any time. The City Manager shall have the authority to make interpretations and clarifications as deemed necessary to administer the Program.

**NON-DISCRIMINATION POLICY:** *The City of Dublin does not discriminate against any person on the grounds of age, race, color, religion, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, marital status, familial status, military/veteran status, source of income, genetic information, medical condition, physical disability, mental disability, or any other category protected by law.*