

**City of Simi Valley Fiscal Year 2020-21
Community Development Block Grant COVID-19 (CDBG-CV)
Emergency Rental Assistance Program
APPLICATION INSTRUCTIONS**

The Community Development Block Grant (CDBG) Program is funded and regulated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR 570. Special CDBG COVID-19 (CDBG-CV) pandemic relief funding was provided through the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

To utilize CDBG funds, the City of Simi Valley has developed the Emergency Rental Assistance (ERA) Program, available for eligible households financially affected by the Coronavirus (COVID-19). The ERA can provide grants for up to three (3) consecutive months' worth of current or late rent, not to exceed \$5,000 total, and is based on actual need. This program is available to renters residing in the City of Simi Valley who have a current lease, and have notified their landlords of their inability to pay due to the COVID-19 pandemic.

To be considered for CDBG-CV funds, an Applicant must meet the following federal guidelines:

1. Be an eligible CDBG-CV program activity, as designated by HUD regulations

The ERA Program provides grants to income eligible individuals and families renting a residential property in the City of Simi Valley who have loss income due to COVID-19 and who are at risk of losing their housing. The assistance, if granted, is paid directly to the landlord or property management company. Eligible expenses that can be paid with grant funds include past due or current rent. Expenses and income must be documented.

2. No Duplication of Benefits (DOB) [Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155)]

An applicant may not receive financial assistance for the same costs from more than one source (including non-federal sources), if the total amount received exceeds the total of actual costs.

APPLICATION EVALUATION

Applications will be reviewed and processed as they are received. In order for an application to be considered, it must be complete (ALL required documentation must be submitted). Funds are limited; therefore, incomplete applications will not be considered. In order to assist the applicant in submitting a complete application packet, please refer to the ERA checklist at the beginning of the application to ensure a complete submittal. Priority will be given to those applicants who have not received any other grant funding or assistance. A waiting list may be established if the level of assistance is greater than anticipated. The City determines the eligibility of applicants to the program and reserves the right to deny requests in specific instances where the applications/applicants do not conform to the requirements.

In evaluating the eligibility of an application for this CDBG-CV activity, the City will consider the following parameters. Applications must:

- 1. Appear to meet HUD requirements for CDBG-funded activities as described in 24 CFR 570.**
- 2. Appear to address an identified need due to COVID-19.**
- 3. Demonstrate a loss of income.**
- 4. Document the inability to make rent payments.**
- 5. Show no duplication of benefits received for the same costs to be funded with 2020-21 CDBG-CV funds.**
- 6. Meet the following income requirements:**

2020 CDBG Income Limits Schedule Ventura County		
Number of Persons in Household	Very Low 30%	Low 50%
1	\$23,700	\$39,550
2	\$27,100	\$45,200
3	\$30,500	\$50,850
4	\$33,850	\$56,450
5	\$36,600	\$61,000
6	\$39,300	\$65,500
7	\$42,000	\$70,000
8	\$44,700	\$74,550

HOW TO APPLY

CDBG-CV grant proposals for 2020-21 may be submitted to the City of Simi Valley through the Online Application found at www.simivalley.org/CDBGCVPrograms starting September 23 through October 9, 2020.

To apply for CDBG-CV funds, be prepared to provide detailed information on the following, and have the required documentation available to upload:

- A. Copies of Photo Identification: For Applicant and all household members age 18 and over.
- B. Proof of Tenancy: Rental/lease agreement.
- C. Verification of Household Income: For example, paystubs for the past 30 days for all adults 18 years and older, as noted in the Certification Form.
- D. COVID-19 Impact: Describe how expenditures or loss of income related to COVID-19 have resulted in the inability or hardship to pay rent.
- E. Certification Form: Provide information on income, race and ethnicity for all household members.
- F. Landlord/Property Management Company: Documentation Form and W-9.

CDBG Program Administration

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