

Henrico COVID-19 Emergency Rental Assistance

PROGRAM GUIDELINES

The Henrico COVID-19 Emergency Rental Assistance (COVID-19-ERA) program provides emergency rental assistance to income-eligible households economically impacted by the COVID-19 pandemic through job loss, furlough, reduction in hours of pay, and/or extraordinary child/adult care expenses as a result of school or daycare closures. Assistance is intended for the purpose of preventing homelessness. Applicants who do not face imminent homelessness because they have financial resources, have made suitable arrangements with their landlord to avoid loss of housing, or who have family, friends, or others who would assist them to avoid homelessness do not qualify for these grants.

Rental assistance is made possible through the use of Community Development Block Grant-CV (CDBG-CV) & Emergency Solutions Grant (ESG-CV) funds. CDBG-CV & ESG-CV funds will be used for emergency rental payments on behalf of income-eligible households economically impacted by the COVID-19 pandemic. Payment will be made directly to a bona fide landlord, property management agent or company to pay down rentals in arrears.

Emergency rental assistance will be made on behalf of eligible Henrico residents while funds last. Payments will be made up to \$1,500 per month, for a maximum period of 4 months. Payments are limited to rental arrears, delinquency fees, and court costs accrued during the pandemic, and are limited to property currently occupied by the applicant. Payments are limited to one per household.

COVID-19-ERA ELIGIBILITY

Eligible households must meet **all** of the following criteria:

1. Renters residing in single-family or multi-unit homes located in Henrico County.
2. Must have a documented economic impact from one or more of the following as a result of the COVID-19 pandemic during the period beginning March 16, 2020 to present.
 - a. Workplace closure or reduced hours due to COVID-19, including lay-off, termination, loss of working hours, income reduction resulting from business closure, or other employer economic impacts of COVID-19
 - b. Extraordinary out-of-pocket childcare expense paid to a daycare provider due to school closures.
 - c. Voluntary employment absence for the purpose of providing childcare or adult care as a result of school closure, childcare/adult daycare closure, or childcare/adult daycare capacity reductions.
 - d. Compliance with a physician recommendation to stay home, self-quarantine, or avoid congregating with others during the state of emergency as a result of one of the following:
 - i. Any household consisting of one or more members who are age 65 or older.
 - ii. Any household consisting of one or more members who are immunocompromised or have a serious health condition.

- iii. Anyone with a household member who tested positive for COVID-19 test, or displayed symptoms consistent with COVID-19 and was under the care of a physician.
3. Annual household income does not exceed the U.S. Department of Housing and Urban Development (HUD) established Low/Mod-Income Income Limits for CDBG-CV (80% AMI), or Very Low-Income Income Limits for ESG-CV (50% AMI). Household income eligibility is based on the following two (2) factors:
- a. The total number of persons residing in the household; and
 - b. The total amount of the annual household income for all adult household members.

Number of Persons	Very Low (50%) Income Limits	Low (80%) Income Limits
1	\$31,300	\$50,050
2	\$35,800	\$57,200
3	\$40,250	\$64,350
4	\$44,700	\$71,500
5	\$48,300	\$77,250
6	\$51,900	\$82,950
7	\$55,450	\$88,700
8	\$59,050	\$94,400

- 4. Must have been notified in writing that their right to occupy their current housing will be terminated within 21 days after the date of application for assistance.
 - a. Notification may include a Pay or Quit Notice, Court Summons, or an Eviction Notice.
- 5. Must have a current residential/lease agreement between the applicant and the landlord, property management agent or company stating the applicants right to occupy the property.
- 6. Household must not receive any other forms of rental subsidies.
- 7. Household must lack sufficient financial and social support immediately available to prevent them from moving to an emergency shelter or becoming “homeless.”
- 8. The rental property must be visually inspected by program staff to ensure it meets minimal habitability standards for use of ESG-CV funds as required by the Department of Housing and Urban Development (HUD).
- 9. Must agree to release information to Homeward for the purpose of required federal data collection.

PRIORITY

Priority will be given to households who:

- a. Received Rapid Rehousing and/or Emergency Shelter within the Greater Richmond Continuum of Care (Hanover, Ashland, New Kent, Goochland, Henrico, Richmond, Charles City, Powhatan, or Chesterfield) within the last 5 years; **OR**
- b. Participated in the McKinney-Vento Homeless Assistance program with Henrico Public Schools at any time during the last 3 years, and currently has one or more students enrolled in Henrico Public Schools.

APPLICANT INTAKE AND ASSESSMENT PROCESS

Applicant household’s eligibility for emergency rental assistance will be determined upon submission of a completed application and all supporting documentation. Applications submitted without the required verifications will be considered incomplete and subject to denial. See CHECKLIST OF REQUIRED VERIFICATIONS to see what verifications will be required.

Program staff will review application information and when necessary request additional information. Program staff will have up to 15 days to provide an eligibility determination following receipt of a completed application and all supporting documents.

Completed applications and supporting documents can be submitted by mail, fax, or email. Applications can also be dropped off at either of our physical locations. Applications submitted without the required verifications will be considered incomplete and subject to denial.

Physical Locations	Mail for both offices	Fax
West End 8600 Dixon Powers Drive Henrico, VA 23228	Henrico Department of Social Services COVID-19 ERA Program P. O. Box 90775 Henrico, VA 23273-0075	(804) 501-4006
East End 3820 Nine Mile Road Henrico, VA 23223	Email HDSSemail@henrico.us	