

EXHIBIT A

City of Milpitas – Pilot Rent Relief Program

Program Criteria, Guidelines and Procedures

ELIGIBLE RECIPIENTS

The City of Milpitas' Pilot Rent Relief Program provides various forms of financial relief to Milpitas residents and families who have emergency housing needs.

Eligible recipients include the following:

- Low-to-moderate income individuals and families with dependent children under age 18
- Seniors who are age 55 and older
- Disabled individuals
- Victims of domestic violence
- Emancipated foster youth
- Subsidized housing tenants
- All other residents experiencing a high cost of living not captured under eligible recipients are encouraged to contact a resource partner listed on the City of Milpitas' website.

The eligible recipient must be able to demonstrate that they are a resident of Milpitas. For the purpose of this program, a resident of Milpitas is defined as an individual or family that has resided in Milpitas for at least six months.

TYPES OF ASSISTANCE PROVIDED

The Pilot Rent Relief Program provides eligible recipients relief funding for the following:

- **Rent/Deposit Relief:** Eligible recipients applying for housing may request first month's rent and deposit assistance to help secure housing.
- **Emergency Hardship Relief:** Eligible recipients may apply for a one time, emergency relief after an unforeseen hardship.
- **Eviction Prevention:** Eligible recipients may apply for eviction prevention relief if they have received a three-day notice to pay or quit or are substantially behind on rent.
- **Domestic Violence Relocation:** Victims of domestic violence may apply for emergency relocation relief. Eligible recipients would apply via referral from a known domestic violence referral partner.
- **Child & Family Homelessness Relief:** Foster children or homeless families with school age children experiencing temporary homelessness may apply for emergency housing relief to obtain temporary, secure housing (motel, hotel, etc.). Families may then use rent/deposit relief to move into more permanent housing. Eligible recipients would apply via referral from a known referral partner.
- **Section 8 Good Faith Deposits:** Eligible recipients experiencing processing delays with the Santa Clara County Housing Authority may apply for a one time, good faith deposit to bridge the financial gap between securing a place to live and when the Housing Authority will be able to pay on the new tenants behalf.

The maximum amount of relief provided is \$5,000, per year. For foster children, homeless families with school age children and victims of domestic violence are not subject to the maximum amount. The amount of relief approved will be determined on a case-by-case basis. Relief is provided in the form of grants that are paid directly to the landlord.

APPLICATION INSTRUCTIONS AND PROCEDURES

Eligibility Screening

Before filling out an application, a determination of the applicant's eligibility and residency must be made to ensure that the applicant can receive relief funds from the Rental Assistance Program.

Completing the Application

All Rent Relief Program applications must be completed by the applicant and submitted to [PASS THROUGH AGENCY]. Applicant should not fill out the Intake and Budget Forms on their own. This should be done by [PASS THROUGH AGENCY], who serves as the primary contact for the applicant.

[PASS THROUGH AGENCY] is responsible for:

- Collecting information and documentation to support the application
- Ensuring the application, including intake form and budget form are filled out and answered in full
- Ensuring the application packet is complete
- Responding to questions or concerns relating to each request. If [PASS THROUGH AGENCY] is uncertain about an applicant's qualifications, he/she should contact the [PASS THROUGH AGENCY] for guidance.

Submitting the Application

Potential applicants may submit completed applications:

- By email to _____
- Or in person at _____

Application Review and Determination

[PASS THROUGH AGENCY] will review each application within one week of receipt. Once the [PASS THROUGH AGENCY] receives determination on an application, the applicant will be notified of the results (including any approved award amount) via email.

Payment

[PASS THROUGH AGENCY] will arrange payment to the landlord. A check will be issued to the payee (not the applicant) after the application has been approved. Payment is sent directly to the landlord unless other arrangements are made.

REQUIREMENTS FOR A COMPLETE APPLICATION

1. Completed Rental Assistance Program intake form
 - Picture ID
 - Include an explanation of why assistance is requested and what has been done to address the situation
 - Include the payee or landlord information (including tax ID number).

- Ensure that the applicant signs the form.
2. Identification of Household Members
 - Adults: Name, date of birth, and picture ID
 - Children (under age 18): Referral from Milpitas Unified School District
 3. Proof of Income Verification of all current income sources: i.e., copies of paystubs, SSI, Disability, unemployment, child support, CalWORKs, CalFresh and/or other income used to pay rent and household expenses. To demonstrate sustainability, provide at least one month's worth of income verification or employment confirmation letter from future employer
 4. Household Budget Worksheet
 - Complete budget worksheet
 - The budget should demonstrate how the financial hardship resulted in inability to pay housing expenses or provide for the critical family need
 - The budget should demonstrate that the household can meet regular expenses in future months
 5. Documentation of Need - Applications for Housing Assistance require the following:
 - For Rent Relief:
 - Documentation of rent or other housing-related expenses owed (i.e., notice of delinquent rent, 3-day notice, rent increase letter)
 - Rental agreement
 - Documentation of any special payment arrangements
 - Verification of tenancy, including landlord's tax ID # (for rent) – W-9 for any private landlord
 - For First Month Rent/Security Deposit:
 - Documentation of reason for emergency or unplanned move (i.e., homeless, relocation, family reunification, displacement)
 - Documented amount for security deposit
 - Documented amount of security deposit to be refunded from current residence
 - New rental contract or letter of intent from new residence
 - Documentation of any special payment arrangements
 - Verification of tenancy
 - For Section 8 Subsidized Housing:
 - Rental Agreement
 - Documentation of the amount applicant is obligated to pay.
 - Verification of tenancy, including landlord's tax ID # (for rent) – W-9 for any private landlord.