



Department of Housing  
 649 N. Fair Oaks Avenue, Suite 202, Pasadena, CA 91103

**EMERGENCY RENTAL ASSISTANCE (ERA)  
 PROGRAM GUIDELINES (5/18/20)**

The Emergency Rental Assistance (ERA) program will provide grants for up to three (3) months of past due on behalf of income-eligible household not to exceed \$4,500. The purpose of the program is to assist residential renters in maintaining housing and/or to reduce the amount of back-rent owed as a result of the economic downturn during the COVID-19 pandemic. The City will use \$1,000,000 in Community Development Block Grant (CDBG) funds provided through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) to implement this program.

**Rental Assistance Eligibility Criteria**

Eligible households must meet all of the following criteria at time of submission:

- ❖ Reside in the City of Pasadena.
- ❖ Notified their landlord according to the City’s eviction moratorium of the inability to pay rent due to the COVID-19 pandemic.
- ❖ Have a current residential lease agreement.
- ❖ Total household income<sup>1</sup> for the next 12 months does not exceed low income limits based on the number of persons living in the household. Income includes wages, pensions, social security, and self-employment. See Appendix D for more information concerning what counts and does not count as income.

# of Persons in the Household	1	2	3	4	5	6	7	8
Maximum Annual Household Income	\$63,100	\$72,100	\$81,100	\$90,100	\$97,350	\$104,550	\$111,750	\$118,950

<sup>1</sup> See Appendix D - HUD Income Definition

### **Ineligible Residential Households**

Households that:

- Do not meet the eligibility criteria listed above.
- Receive a tenant-based or project based rental assistance or any other government –based rental assistance (e.g., Section 8).Reside in multi-family HUD assisted housing (see Appendix C for a list of ineligible projects).
- Submit more than one application per rental unit
- Have a Pasadena mailing address but live outside of the City of Pasadena

### **Application Intake and Evaluation Process**

- ❖ Program application can be submitted online at the City of Pasadena’s Housing Department website [www.cityofpasadena.net/Housing/](http://www.cityofpasadena.net/Housing/)
- ❖ Household’s eligibility will be determined upon submission of a completed application during a 14-day application window period
- ❖ Applications submitted by the deadline will receive points for each of the following categories and ranked accordingly:
  - Continuous tenancy in the Pasadena for min. 5 years<sup>2</sup> – **10 points**
  - At least one (1) minor 17 years or younger in the household – **8 points**
  - Only one (1) adult income in the household – **6 points**
  - Households with four (4) or more persons – **4 points**
  - At least one (1) senior or disabled person in the household – **2 points**

#### **1<sup>st</sup> Tier Tie-Breaker**

Households that reside in a census tract block group<sup>3</sup> where more than 51% of households earn less than 50% Area Median Income (AMI)

#### **2<sup>nd</sup> Tier Tie-Breaker**

Households with the lowest total household income

#### **3<sup>rd</sup> Tier Tie-Breaker**

To be determined by a lottery.

- ❖ The highest ranked eligible applications will be notified of their selection to potentially receive a landlord grant pending verification of eligibility and score.

---

<sup>2</sup> To be verified by Pasadena Water & Power

<sup>3</sup> Appendix B - Map of census tract block groups with 51% of households earn less than 50% AMI

- ❖ Selected applicants will have 10 calendar days to submit required documentation for City verification of the application package<sup>4</sup>.
- ❖ Applicants unable to submit required documentation by the 10-day deadline may be disqualified.
- ❖ Upon verification of the application package, a grant award will be made by the City through a payment directly to the landlord.

---

<sup>4</sup> Appendix A - Required Contents of the Application Package

# APPENDIX A

## Submission Required for Participation

- A completed application must be submitted along with copy of applicant's notification to landlord of inability to pay rent.

## Applicants Selected Through the Ranking Process Have 10 Days to Submit the Required Documentation Below

- Proof of income for all adults living in the household
  - **Household:** All persons who occupy a housing unit, whether related or not. The occupants may be single family, one person living alone, two or more families living together, or any other group of persons who share living arrangements.
  - **Household Annual Income:** The total gross amount of income received from all sources by adult individuals of the household projected for the next 12 -month period at the time an application is submitted for services.
- Current residential lease agreement
- Program grant agreement signed by the applicant
- Signed W-9 from landlord/property management company listed on lease
- Signed Program Participant Payment Acceptance form from landlord/property management company listed on lease
- Confirmed past due rental balance certified by landlord
- Copy of most recent Pasadena Water & Power bill



## APPENDIX C

### List of Ineligible HUD Multifamily Affordable Housing Sites

PROJECT NAME	ADDRESS	POSTAL CODE
Kings Villages	1141 North Fair Oaks Avenue	91103
Pilgrim Towers North	560 East Villa Street	91101
Pilgrim Towers East	440 North Madison Avenue	91101
Concord Pasadena (Senior Housing)	275 Cordova Street	91101
Green Hotel (Senior Housing)	50 East Green Street	91105
Community Arms Apartments	169 East Orange Grove Boulevard	91103
Pasadena Silvercrest (Senior Housing)	975 East Union Street	91106
Telacu Courtyard (Senior Housing)	42 E. Walnut Street	91103
Rosewood Court (Senior Housing)	1888 North Fair Oaks Avenue	91103
La Pintoresca	1275 La Pintoresca Drive	91103
Villa Raymond (Senior Housing)	455 North Raymond Avenue	91103
Northwest Manors I	985 North Raymond Avenue	91103
Northwest Manors II	700 East Mountain Street	91104
HFL Ashtabula Homes	386 Ashtabula Street	91104
Washington Townhouse	529 East Washington Boulevard	91104
The Groves	965 North Raymond Avenue	
Villa Yucatan	2186 East Villa Street	91107
Pasadena Accessible Apartments (Special Needs)	915 East Rio Grande Street	91104
Casa D'Oro II	1115 North Chester Avenue	91107
Dudley House	2131 East Dudley Street	91104
Allen House	1808 Las Lunas Street	91107
Magnolia Townhomes	1172 North Raymond Avenue	91103
Hudson Gardens (Senior Housing) (Group Home)	1255 North Hudson Avenue	91104
Wagner House	1894 Wagner Street	91107
Subsidized Housing Corporation	126 Grandview St	91103
Subsidized Housing Corporation	159 W Washington Blvd	91103
Subsidized Housing Corporation	1831 Newport Ave	91103
Subsidized Housing Corporation	1931 N Raymond Ave	91103
Subsidized Housing Corporation	1938 North Summit Ave	91103
Subsidized Housing Corporation	651 North Summit Ave	91103

# APPENDIX D

## Types of Household Income & Supporting Documentation

- A. **Salary Income:** The documentation of salary income must be obtained from at least **one (1) source**. The documentation may not be older than six (6) months, except for Federal and State income tax returns which may not be older than one (1) year. The documentation must be properly labeled and compiled in the applicant's case file in a readable format. Acceptable sources of income documentation include the following:
- Federal or State income tax returns or W2 forms; or
  - Copies of the applicant's three (3) most recent paycheck stubs, establishing the applicant's monthly income; or
  - If above documentation is not available, certification of the applicant's monthly and annual income from the employer.
- B. **Self-Employment:** Any income from an adult household member who is self-employed must be documented and verified from at least **one (1)** of the following sources:
- A copy of IRS Form 1040/1040A (tax return), if filed with the IRS for the last year; or
  - A notarized affidavit signed by the applicant that includes the name of the household member who is self-employed, the name of the business, and the prior year's estimated annual income.
- C. **Social Security/Supplementary Security Income/ Social Security Disability:** Income from Federal or State retirement programs and disability must be verified from at least **one (1) source** that may not be older than six (6) months, unless noted below. Acceptable documentation sources include:
- A copy of the applicant's monthly award check; or
  - A copy of a benefit verification letter (also referred to as an "award letter" or "income letter" and can be requested from local Social Security office by applicant); or
  - Copy of a bank statement showing direct deposits of applicant's award check; or
  - Copy of Social Security Form SSA-2458 which verifies benefits (can be requested from local Social Security office by applicant); or
  - Copy of Social Security form SSA-1099 (tax form mailed each year stating total amount of benefits received from the previous year.) May not be older than one (1) year.

Written certification from the awarding agency verifying the applicant's eligibility and the amount of the monthly benefits.

## APPENDIX D

- D. **Welfare/General Relief:** Income from social aid programs [e.g., California Work Opportunity and Responsibility for Kids (CalWORKs), Temporary Assistance for Needy Families (TANF)] must be verified from at least **one (1)** of the following sources:
- Copies of the applicant's most recent bi-monthly award checks.
  - Copy of most recent *Notice of Action* or award letter stating the amount of applicant's benefit; or
  - Written statement from caseworker stating the applicant's benefit amount; or
  - Written certification from the awarding agency verifying the applicant's eligibility and the amount of the monthly benefits.
- E. **Pension Income:** Pension Income must be verified from at least **one (1)** of the following sources:
- A copy of the pension award letter; or
  - Copies of the applicant's three (3) most recent payment stubs verifying benefit amount; or
  - A copy of the applicant's bank statement demonstrating that the award check was directly deposited into the applicant's account.
- F. **Personal Interest:** Personal interest from savings accounts or dividends from financial investments must be identified and documented as earned income. Adequate verification may include:
- Federal income tax return; or
  - Copies of bank statements; or
  - **All pages** of investment statements indicating the amount of dividends earned.
- G. **Alimony/Child Support:** Income received from alimony and/or child support payments must be documented and verified from at least **one (1)** of the following sources:
- A copy of applicant's weekly or monthly check; or
  - A copy of a separation or settlement agreement or a divorce decree from a court establishing payments; or
  - A notarized affidavit, signed by the applicant, certifying to the amount of child support received.
- H. **In-Home Supportive Services:** Income earned by a caregiver/caretaker providing in-home supportive services for a different household must be documented through copies of **the three (3)** most recent paycheck stubs, to establish the monthly income.
- I. **Rental Income:** Income received from rental property must be documented as earned income and must be verified from at least two (2) of the following sources:
- A copy of the property rental agreement signed by current tenant stating monthly rent;



## APPENDIX D

- A copy of recent rent check; and/or
  - A copy of the applicant's income tax return declaring earned rental income. May not be older than one (1) year.
  - Rent receipt book.
- J. **No Income:** Should an adult member of the household (18 years and older) have no income to report, documentation to be submitted may include:
- A notarized affidavit signed by the household member declaring he/she does not earn income that can be contributed to the household; or
  - Self-certification that the household member does not earn income.

### **Funds Not Counted Towards Household Income**

- A. **Income from Children,** which is income from the employment of children (including foster children) under the age of 18 years.
- B. **Payments Received for the Care of Foster Children,** including foster adults (usually persons with disabilities, unrelated to the family, who are unable to live alone).
- C. **Lump-Sum Payments,** including additions to family assets, such as inheritances, insurance payments (e.g., health and accident insurance, and worker's compensation), capital gains and settlement for personal or property losses [except as provided].
- D. **Reimbursement for Medical Costs,** including all payments received by the family that are specifically for, or in reimbursement of, medical expenses for any family member.
- E. **Live-in Aide,** including the income of a live-in aide employed because of a medical condition or disability of a family member. A live-in aide is determined to be essential to the care and well-being of the person, not obligated for the support of the person, and would not be living in the unit except to provide the necessary supportive services.
- F. **Education Assistance,** including the full amount of educational scholarships paid directly to the student or to the educational institution, and Government funds paid to a veteran for tuition fees, books, equipment, materials, supplies, transportation and miscellaneous personal expenses of the student. Any amount of such scholarship or payment to a veteran not used for the above purposes that is available for subsistence is to be included in income.
- G. **Armed Forces (Special Pay),** specifically special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
- H. **Government Programs,** including the following:

## APPENDIX D

Amounts received under training programs funded by HUD and earnings and benefits from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government.)

Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income (SSI) eligibility and benefits, because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS).

Amounts received by a participant in other publicly-assisted programs, which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and made solely to allow participation in a specific program.

Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the U.S. Housing Act of 1937.

Amounts paid by a State agency to a family with a member who has developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member living at home.

- I. **Temporary Income**, considered temporary, nonrecurring or sporadic in nature (including gifts).
- J. **Income of Full-Time Students**, earnings in excess of \$480 for each full-time student 18 years old or older attending school or vocational training (excluding the head of household and spouse).
- K. **Property Tax Refunds**, including amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling of the unit.
- L. **Adoption Assistance Payments**, in excess of \$480 per adopted child.