



HOUSING & COMMUNITY DEVELOPMENT



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Applications Instructions

HOPWA Short Term Housing Assistance Program

Assisting people with HIV/Aids

The Alameda County **Short-term Rental Mortgage and Utility (STRMU) Assistance Program** is for persons living with HIV in Alameda County who are at risk of homelessness, but will remain housed with small amounts of assistance. The program provides for emergency needs for up to 21 out of 52 weeks of short-term rental, mortgage and/or utility assistance to help currently housed HIV+ low income persons stay housed. All Applicants will be tracked in the HMIS Data system.

Who is Eligible?

- You must be able to provide medical documentation of HIV+ status
- Your total income household income cannot exceed 80% of Area Median Income (AMI), as per Alameda County, based on household size:

Maximum Income Limits		
Persons in Household	Very Low Income (50%)	Low Income (80%)
1	32,500	51,150
2	37,200	57,300
3	41,850	64,450
4	46,450	71,600

For larger household sizes, please refer to:

<http://acgov.org/cda/hcd>

Refer to the “HUD Income Limits” tab on the left hand side of the page.

- You must be currently housed, you may not be homeless
- You must currently live in Alameda County
- You must currently be named as tenant under the written lease (if renting) or own the home you live in (name must be on the Deed of Trust)
- You must be a U.S. Citizen or have lawful immigrant status.

STRMU Assistance should result in a stable household. If applicant cannot demonstrate that they will be stable at the end of the assistance, they are not eligible.

What Kind of Assistance is available?

- Rent – Back rent and late fees (Mobile homes are eligible)
- Mortgage – mortgage in arrears, late fees, taxes, insurance and other fees if escrowed
- Basic utilities – Water, Sewer, Garbage, Gas and Electricity

Funds are available on a first come, first served basis until all STRMU funds are exhausted for the year. Assistance amount is based on your unique need and will be calculated based upon supporting documentation submitted. Therefore amount of need will differ for each client.

Based on documented need, the program can provide assistance for a MAXIMUM of 21 weeks, and up to \$8,750 (Please see chart below):

STRMU Program	Maximum Monthly Amount	Maximum Annual Amount
Housing Payment	\$1,500	\$7,500
Utility Allowance	\$150	\$750
Late Payments for above	\$100	\$500
Total Assistance Per HH	\$1,750	\$8,750

Note: These amounts are a “not to exceed” figure. To qualify, your application must include documentation of amounts owed.

Examples of eligible “Emergency Needs” leading to eviction, foreclosure, or utilities shut-off may include:

- Applicant experiences a sudden loss of income due to changes in health
- Applicant has lost employment
- Applicant is awaiting eligibility for SSDI
- Applicant’s household loses a source of income when family composition changes
- Applicant faces extraordinary and unexpected out of pocket health care costs.

Examples of non-eligible “Emergency Needs” reasons for need include:

- Credit Card debt for personal expenditures such as vacations, holiday gifts, home furnishings, personal grooming, pets, etc.
- Automobile repairs or monthly payments
- Child support or alimony
- Cell phone or internet bills
- Tickets, fines or restitution
- Personal loans or other financial obligations, other than rent, mortgage, or utilities

Reasons for Denial include:

- Incomplete application and request.
- Requested assistance not eligible for STRMU program.
- Income too high; does not qualify for program.
- Income too low; applicant will not be able to remain stable after assistance is complete.
- Applicant unable to prove HIV status
- Applicant does not reside in Alameda County

Please note that this list is not exhaustive. HCD reserves the right to make the final determination of applicant eligibility.



How to Apply:

- Complete the **INHOUSE Standard Intake Form** and the **HMIS STRMU Supplemental Application** – Please be sure to complete ALL parts, including:
 - **Medical Documentation of HIV Status** – this information is needed to prove basic eligibility for the STRMU Program. Documentation received is confidential and is kept in the client file.
 - **Proof of Income** – this information is needed to prove household income does not go over eligibility requirements for household size. HCD uses this data to analyze client eligibility for the STRMU program.
 - **Copies of Proof of Tenancy, including any and all late fees applying for** – these documents are required to prove residency at location where assistance is being provided and rent/mortgage in arrears
 - **Copies of Utility Bills, including any and all late fees applying for**– these documents are required to prove utility services at location requesting assistance are in arrears.
 - **Signed Consent to Release of Information Form** – This document is used to obtain authorization from the client to share data with other agencies participating in the STRMU program.
 - **Signed Participation Agreement Form** – This document is signed by the client and kept in the client’s confidential file. It provides signed verification that the client has read, understands and promises to abide by the program rules of the STRMU Program.
 - **Letter of Need and Housing Stability Plan** – Please include in your letter that documents why you need the funds, information about how these funds will make your housing situation stable.
 - **HMIS Intake Forms for other members of Household** – If there are more members of your household besides yourself, complete the HMIS Supplemental Form for each member of your household.
- Sign **HMIS STRMU Supplemental Application** on page 5 and 6
- Attach a W-9 for each entity that requires a payment (landlord/mortgage company and Utility Company).

INCOMPLETE APPLICATIONS WILL BE RETURNED AND YOUR PLACE IN “LINE” WILL NOT BE SAVED.

KEEP A COPY FOR YOUR RECORDS!

Please mail the full package to:

- HCD 224 West Winton Avenue, Room 108 Hayward, CA 94544, Attn: Trina Walker

For more information, please visit our STRMU program website:

<http://www.acgov.org/cda/hcd/hiv-aids-housing/>

On the website, you will find the application and the policies and procedures manual. If you have additional questions after reviewing the materials online, please call **510.670.5971** or email STRMU@acgov.org

