



Community Preservation Act Committee

Date: Wednesday, May 28, 2020

Time: 3:30pm-4:30pm

Location: Conducted by Remote Participation

Agenda

1. Review and approval of minutes
2. Special Application for FY21 CPA funding (rental assistance)
3. Recommended votes to Town Meeting for FY 21 CPA projects.
4. Other business.

Register in advance for this meeting:

<https://zoom.us/meeting/register/tJArfuyhpz4jGdDiLoiWdarweLEEohceXhqD>

After registering, you will receive a confirmation email containing information about joining the meeting.



Community Preservation Act Committee

Date: May 20, 2020

Time: 7:04pm-8:20pm

Location: Conducted remotely due to COVID-19.

DRAFT Minutes

Remote Participation: Eric Helmuth,
Eugene Benson,
Pam Heidell,
Leslie Mayer,
Charlie McCabe,
JoAnn Robinson,
Clarissa Rowe,
Ann Woodward.

Not in Attendance: Richard Murray.

Also in Attending Remotely: Jim Feeney,
Julie Wayman.

Chair Helmuth welcomed members and guests at 7:04 pm. Helmuth explained that due to COVID-19 the meeting was conducted remotely and read through the Town's disclaimers about remote meetings. He noted that all meeting materials will be available on the Town website.

1. Review and approval of minutes

a. February 18, 2020

i. Corrections to the minutes were requested:

1. Page 3. "Ann Woodward also believes a homeowner's rehab program would be successful. The Committee will consider reserving additional funds at the next meeting." should read, "Ann Woodward an experienced local, non-profit such as Homeowners Rehab, Inc. out of Cambridge, could be successful.
2. Page 3, 6th line from bottom, change "entire" to "entice"

3. Motion to approve Feb. 18 minutes as amended by Leslie Mayer, seconded by Clarissa Rowe. Roll call vote to approve the minutes as amended. The vote was unanimous.
- b. March 11th, 2020
 - i. Corrections to the minutes were requested:
 1. Page 2. "...Eugene Benson and others would like to ensure the project addresses the bikeway as a recreational asset" should read "Eugene Benson and others would like to ensure the project addresses the bikeway as a recreational asset, as this is required by CPA"
 2. Page 2. "Eugene Benson moved to approve the funding for all FY21 CPA applications as listed on the funding summary sheet, Clarissa Rowe seconded." Should read, "Eugene Benson moved to approve the funding for all FY21 CPA applications as listed on the funding summary sheet and subject to committee discussion. Clarissa Rowe seconded."
 - ii. Eugene Benson moved to accept minutes with those amendments, Ann Woodward seconded the approval. Charlie McCabe abstained. All approved via role call: Eric Helmuth, Eugene Benson, Ann Woodward, JoAnn Robinson, Clarissa Rowe, Leslie Mayer, and Pam Heidell.

2. Review of revised FY21 revenue projections

- a. The committee reviewed revised CPA revenue projections for FY21. The state match estimate has been reduced to 11.2% due to COVID-19. The new estimate is about \$45K lower than the previous one.
- b. Jim Feeney suggested that while the revenue for FY20 for CPA has met projections, the committee should be cautious about FY21 revenue as we can't be certain about the impact of residents seeking abatements and exemptions.

3. Discussion of Town Meeting and CPA

- a. The committee discussed they delay of Town Meeting and the possibility of a streamlined meeting occurring in June. In the event that Town Meeting does happen, the Moderator, Select Board, Finance Committee and others have asked that warrant articles that are not essential be postponed. Given these instructions, the CPA Committee has pared down the article to only the most necessary items.
 - i. The DPCD, per director Jenny Raitt, is happy to postpone the planning applications, including the Communitywide Archaeological Reconnaissance Survey, the Documentation of Historic Municipal Resources, and the Minuteman Bikeway Planning Project, until a later Town Meeting date.
 - ii. The Open Space Committee will also be contacted about their plan.
 - iii. The committee discussed why this action was being considered. The committee concluded that these four projects could wait and would be considered at the next Town Meeting, though the extensive prior discussion and approval of these projects stands, although it is possible the committee may need to reevaluate the timing of funding in the future. The committee

consensus was that, based on the work of the committee thus far, the consideration is *when* the committee puts forward these projects, not *if*.

- iv. The committee will ensure that the required 10% of anticipated revenues be spent or set aside with respect to open space, historic preservation, and housing. These funds will remain in the local CPA fund and a budgeted reserve would hold the money.

4. Discussion of opportunity to support rental assistance with FY21 CPA funds

- a. The chair noted that it is statutorily acceptable to fund rent relief programs for the purposes of affordable housing. Ann Woodward, Clarissa Rowe, and Eric Helmuth have been exploring this possibility. The Planning Dept. has moved to use some CDBG-CV funds (\$400,000) for some rent relief to Arlington residents ASAP through direct landlord payments.
 - i. Ann Woodward reviewed the research she has done on local rental assistance including Rental Assistance for Families in Transition (RAFT) program, information gathered from MHP and Citizens Housing and Planning Association (CHAPA), and the communities of Salem, Waltham, and Chelsea, and Newton. Some are planning to use CPA funds.
 1. The Committee discussed who it would want to serve through rental assistance, considering:
 - a. Eligibility in annual income? 50% or less AMI or higher level that block grant money can't serve?
 - b. How much CPA money from FY21 should be used?
 - c. What is the level of need in Town? 2,000 people already spending over 30% of their income on rent
 - d. Unemployment figures for Arlington? 2,026, April 2020, up from 476 in March 2020
 - e. CPA has fewer restrictions regarding AMI and citizenship
 - f. Keeping in mind the continued need for new affordable housing units and the real possibility that the typical federal or state funding for this will not be available in the upcoming fiscal years, the committee felt comfortable making \$300,000 available to a town-sponsored rental assistance program via a recommended FY21 appropriation to Town Meeting.
 - g. The committee would like to see any money left over is returned to the CPA committee for future housing needs.
 - h. The committee would like to see other sources used for this assistance before CPA funds.
 - i. Would there be an administrative cost?
 - j. Can CPA funding be leveraged for any other rental assistance funding?
 2. A motion was made by Eugene Benson that the committee invite a Special Application proposal from the Town for funding toward a rent assistance program during the emergency pandemic in the amount of

\$300,000. Clarissa Rowe seconded the motion. The vote was unanimous and all approved via role call: Eric Helmuth, Eugene Benson, Ann Woodward, JoAnn Robinson, Charlie McCabe, Clarissa Rowe, Leslie Mayer, and Pam Heidell.

- ii. The committee will ensure 10% has been set aside in budget reserves for each category: open space, affordable housing, and historic preservation and the dollar figures in the recommended vote to Town Meeting will be amended to reflect this as necessary
- iii. Ann Woodward moved adjournment, seconded by Clarissa Rowe. The vote was unanimous and all approved via role call: Eric Helmuth, Eugene Benson, Ann Woodward, JoAnn Robinson, Charlie McCabe, Clarissa Rowe, Leslie Mayer, and Pam Heidell.

Tenant Assistance Program - Community Preservation Act Special Application – May 2020

Tenant Assistance Program
FY 2021 CPA FINAL PROJECT APPLICATION


1. General Information

Project Title: Tenant Assistance Program
Applicant/Contact: Jennifer Raitt, Director of Planning & Community Development
Organization: Department of Planning & Community Development
Mailing Address: Town Hall, 730 Massachusetts Avenue, Arlington, MA 02476
Telephone: 781-316-3090
E-mail: jraitt@town.arlington.ma.us

2. CPA Eligibility

CPA Category: Community Housing
CPA Purpose: Support

3. Budget

Amount Requested: \$300,000
Total Project Cost: \$300,000
Date: May 27, 2020
Signature: 

PROJECT DESCRIPTION:

The Town of Arlington's Department of Planning and Community Development (DPCD) requests \$300,000.00 in Community Preservation Act funds to assist tenants in Arlington who make a low-income. The purpose of the funding is to provide emergency rental assistance to people experiencing the financial impacts of COVID-19. The assistance is directed to those who are most vulnerable in the community and at risk of displacement as a result of inability to make rental payments. The funding and proposed program would be administered by a housing provider with experience administering rental payments. Payments would be capped at \$2,000 per month and would not run for more than three months, for a total eligibility of \$6,000. The request for CPA funds would be in addition to funds committed by the Town through the CDBG-CV program. When Congress passed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) in March, CDBG Entitlement Communities were awarded an additional allocation of funding known as CDBG-CV. Arlington was awarded \$659,903 to be used in response to the coronavirus pandemic. Of this appropriation, \$400,000 is being dedicated to the rental assistance program. Additional support may be provided by the Town's Department of Health and Human Services through their Town-administered COVID-19 relief fund. All programs will be accessible through one website and the application process will aim to be streamlined in order to expedite support to households who make a low-income and are in need.

1. **Goals:** What are the goals of the proposed project?

The primary goal of this project is to support renter households who are earning at or below 50% of the Area Median Income and struggling to make rental payments due to the coronavirus pandemic. We estimate that at least 50 households may be served with an award of \$300,000 and providing up to \$2,000 per month per household not to exceed three months in support. The assistance will be paid directly to a landlord.

This program will be an additional source of support for additional individuals and families. The CDBG-funded program, noted in the description, will serve at least 66 renter households earning at or below 50% of the Area Median Income who rent homes in Arlington and are impacted by the COVID-19 pandemic.

This Rental Assistance Program will provide rental assistance available per eligible household for up to three (3) consecutive months. To be eligible for rental assistance, households will need to meet the following criteria:

- Be an Arlington resident who rents your home.
- Earn at or below 50% of the Area Median Income.
- Be unable to pay rent due to the COVID-19 pandemic and economic crisis.

Eligible households who complete the pre-application form will be entered into a lottery. Eligible households who are selected in the lottery will need to provide additional detailed information to confirm their eligibility. If approved, the household will receive assistance in the form of up to \$2,000 per month for no more than three months, payable to their landlord.

2. **Community Need:** Why is the project needed? Does it address needs identified in existing Town plans? If so, please specify.

Helping tenants during the COVID-19 pandemic is critical. We anticipate many individuals and families are struggling to make rental payments and need assistance filling the rent gap. Job

loss, temporary unemployment or reduced employment are all potential factors leading to why assistance may be needed, in addition to need caused by other escalating household expenses, including food and healthcare. The National Low Income Housing Coalition (NLIHC) recently estimated a need for no less than \$100 billion in emergency rental assistance is needed to fill this gap, particularly during the hardest hit months immediately following many statewide emergency stay at home orders. NLIHC estimated that Massachusetts has approximately 160,714 renter households who make an extremely-low-income and very-low-income who could qualify for short term rental assistance. The average cost of assistance project per household is approximately \$12,000. Many cities and towns in Massachusetts are establishing rental assistance programs to support individuals and families impacted by COVID-19 utilizing CPA, CDBG, Housing Trust, and other funds, including local relief funds.

In Arlington, we are able to understand the potential impact on renters by looking at rental costs and cost burdened households. The DPCD participates in a Consortium with Boston, Cambridge, Somerville, and Quincy to collect rental listing data from Craigslist and Padmapper to help understand rental costs across our communities. For Quarter 3 of 2019 in Arlington (July to September, which is the most recent data that we have due to a processing delay):

- The average advertised 1 bedroom rent was \$1,754
- The average advertised 2 bedroom rent was \$2,322

Data for 3-bedroom units and larger are less reliable in this data set due to the limited number of listings.

Additionally, the U.S. Department of Housing and Urban Development (HUD) publishes fair market rents each year. These figures are used to determine payment standards for the Housing Choice Voucher program among other uses. Fair market rents are known to be lower than the actual rent in higher cost communities due to the fact that HUD aggregates data across a wide region. For 2019 and 2020, these figures are:

- Studio: \$1,608 (2019) and \$1,715 (2020)
- 1 bed: \$1,801 (2019) and \$1,900 (2020)
- 2 bed: \$2,194 (2019) and \$2,311 (2020)
- 3 bed: \$2,749 (2019) and \$2,880 (2020)

Data collected for the recently completed Five-Year Consolidated Plan indicates that housing cost burden is the most prominent housing problem experienced in Arlington. Cost burden is measured when a household is paying greater than 30% in gross household income towards housing costs. Severely cost burdened households pay more than 50% in gross household income towards housing costs. 37% of renters who make a low- to moderate-income experience housing problems, which includes being cost-burdened, in Arlington. HUD's Comprehensive Housing Affordability Strategy (CHAS) data (2012-2016) shows the following:

- Arlington renters at risk of displacement before COVID-19:
 - 45% (3,335) of renter households earn 80 percent or less AMI (4 person household = \$89,200);
 - 65% (2,175) of Arlington renter households earning less than 80 percent AMI spend more than 30% of their monthly income on housing costs including rent (known as cost burdened); and
 - As incomes decrease in light of COVID-19, more Arlington renters who make a low- to moderate-income will become cost burdened.

The Town committed to creating a program to serve households that make a low- to moderate-income as part of the Consolidated Plan, stating the following:

The Town would also like to expand housing assistance services for low-to-moderate income clients and households. This might include pairing CDBG funds with HOME funds, as well as other applicable funding sources.

The Housing Production Plan has a primary goal to ensure that all have access to safe and stable housing, including ensuring that seniors are able to remain in their homes and that a range of funds would be leveraged to ensure plan goals are achieved.

The Arlington Master Plan also notes that housing affordability and being cost-burdened is a concern for both renters and owners in Arlington. It also speaks to the affordability mismatch, where a community's affordable housing units are not necessarily affordable to the owners and renters who live in them. The goal is therefore to increase the number of units for both owners and renters that are actually affordable to households without creating a situation where the household is also cost-burdened.

The COVID-19 pandemic and resulting impacts on the economy and employment have affected Arlington households in many different ways. Utilizing Arlington's financial resources to assist Arlington renter households to remain in their homes through this period of high stress and instability is responsive to a range of housing needs that were not envisioned by the Housing Production Plan or the Master Plan. By pairing CDBG-CV and CPA funds, Arlington is finding innovative ways to combine funding sources, pivot toward a pressing need, while still fulfilling the goals of our guiding documents.

3. Community Support: What is the nature and level of support for this project? Include letters of support and any petitions.

During the COVID-19 pandemic, our Department, Health and Human Services, the Select Board and Town Manager have all received calls for the need for this type of assistance by prospective recipients and social service agencies; households expressing growing concern about their ability to pay rent. Our community partners have also noted an uptick in the number of renters who have reached out seeking support.

4. Project Documentation: Attach any applicable engineering plans, architectural drawings, site plans, photographs, any other renderings, relevant studies or material.

Please see attached documentation relative to CDBG-CV program materials. Similar materials will be developed and utilize for this program.

5. Timeline: What is the schedule for project implementation, including a timeline for all critical milestones?

The scope of work for this project will include the following steps:

- Procure program administrator (July);
- Award contract (July);
- Announce availability of assistance through community outreach, including website, housing service organizations, property owners, social service organizations, and Town human service organizational network (July);
- Open preliminary application portal (July);
- Hold lottery and select households (August); and

- Ensure support is provided (August until all support is provided. An additional lottery round will be announced and administered if all funds are not allocated in the first round.).

Regular monitoring will occur to ensure that funds will be administered in accordance with the guidelines set forth and in compliance with all relevant rules, laws, and regulations. Any CPA funds not distributed through this program will be returned to the Town Community Preservation Act Committee for other community housing purposes for appropriation in a future fiscal year.

Due to the timing of the availability of the CPA funds, we plan to offer the CPA funds as a second round after dispersing the CDBG-CV funds as there is a desire to release the CDBG-CV funds as soon as possible. The CDBG-CV and CPA funds will have the same eligibility requirements, application process, and potentially the same administrator depending on further guidance from the Town's Procurement Officer.

6. Credentials: How will the experience of the applicant contribute to the success of this project?

The DPCD staff will oversee the project. Staff have extensive housing, planning, grant administration, and project management expertise, and by working closely with an administrator, the Department will ensure that there is the capacity to serve these households in need.

The RFP that we have prepared to procure an administrator for the CDBG-CV funds requires that the administrator have extensive experience in providing rental assistance, staff capacity, and experience in working with under-represented or hard-to-reach populations. The RFP is provided as an attachment, and we would use the same to procure an administrator for the CPA funds.

7. Budget: What is the total budget for the project and how will funds be sourced and spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may not be used for maintenance.)

The budget for the project is \$300,000. All funds will be provided to an agency to administer the program and allocate up to \$2,000 per month to each eligible household which may not exceed \$6,000 per household and not be provided for more than three months. An administrative fee of up to 10% of the total budget will be included in the contract, the CDBG-CV funds will also include an administrative fee.

8. Other Funding: What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.

The Town committed \$400,000 in CDBG-CV funds to a similar emergency rental assistance program. The Town also has approximately \$90,000 in its COVID-19 Relief Fund which will be able to provide additional support to individuals and families struggling with household costs as a result of the pandemic.

9. Maintenance: If ongoing maintenance is required for your project, how will it be funded?
N/A

10. **Impact on Town Budget:** What, if any, potential secondary effects will your proposed project have on the Town's Operating Budget? Are there any capital projects that rely on the successful completion of your project?

N/A

ADDITIONAL INFORMATION:

N/A



TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE
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TELEPHONE 781-316-3090

Arlington Emergency Tenant Assistance Program Online Pre-Application Form

Emergency Tenant Assistance Program

The Department of Planning and Community Development is administering an emergency rental assistance program. Eligible Arlington residents may use this pre-application form to apply for rental assistance. Rental assistance will be provided to Arlington renter households earning a low-income affected by COVID-19 who meet certain eligibility criteria and are selected in a lottery. Eligible households who are selected in the lottery will receive assistance in the form of up to \$2,000 per month for no more than three months, payable to their landlord.

Eligible households are those earning no more than 50% of the Area Median Income, based on calendar year 2019. The income limit is based on the number of people in your household (including roommates and children).

Income Limits:

\$41,500 for a household of 1 person.
\$47,400 for a household of 2 people.
\$53,350 for a household of 3 people.
\$59,250 for a household of 4 people.
\$64,000 for a household of 5 people.
\$68,750 for a household of 6 people.
\$73,500 for a household of 7 people.
\$78,250 for a household of 8 people.

This pre-application form will determine your eligibility for entry into the lottery. If you are selected, we will invite you to complete a full application form and provide backup documentation. Failure to provide accurate information in the pre-application may result in your removal from the program.

To be considered for the lottery, complete the following pre-application form by 11:59pm on **June XX, 2020**. The lottery will be conducted on **June XX, 2020**. We will contact you if you are selected, and invite you to complete a full application form and provide backup documentation.

1. Name* _____
2. Phone Number* _____
3. Email* *Use an email address that is private and that you check often. We will communicate with you primarily through email. If you do not have an email address, call **781-316-XXX** and leave a message with your full name, address, and phone number and we will do our best to assist you.*

4. Primary Residential Address*

Address Line 1 _____

Address Line 2 _____

City, State, Zip _____

5. Was your household low-income in 2019?* *Include everyone who lives in the household, including young children, roommates, and friends and family members who are living with you. Include income from earnings, wages, tips, investments, winnings, pensions, Social Security, unemployment, and any other sources of income from every member of your households who is 18 years of age or older.*

- Yes, my 1 person household has an income less than \$41,500.
- Yes, my 2 person household has an income less than \$47,400.
- Yes, my 3 person household has an income less than \$53,350.
- Yes, my 4 person household has an income less than \$59,250.
- Yes, my 5 person household has an income less than \$64,000.
- Yes, my 6 person household has an income less than \$68,750.
- Yes, my 7 person household has an income less than \$73,500.
- Yes, my 8 person household has an income less than \$78,250.
- No, my household is not a low-income household.

6. Has your ability to pay rent been negatively affected because of the COVID-19 pandemic and the resulting economic crisis?*

- Yes.
- No.

7. What is your household monthly rent?* *If you have roommates, this number should be the total rent paid each month for your home.*

8. Number of bedrooms in your unit?*

- Studio/ efficiency
- 1 bedroom
- 2 bedrooms
- 3 bedrooms
- 4 bedrooms
- 5 bedrooms
- 6 bedrooms
- 7 bedrooms
- 8+ bedrooms

9. Since March 1, 2020, has anyone in your household received unemployment assistance or been eligible for unemployment assistance?* *Visit <https://www.mass.gov/unemployment-insurance-ui-online> to learn more about unemployment benefits in Massachusetts.*

- Yes.
- No.
- I don't know.

10. Do you live in public housing or receive a Section 8 voucher?* Respond "No" if you receive other kinds of housing assistance, but do not live in public housing or receive a Section 8 voucher.

- Yes.
- No.

The following questions are being collected for data collection purposes only. They do not affect your eligibility for assistance or your chances of being selected in the Emergency Tenant Assistance lottery.

11. Which of the following describe your race? (Check all that apply.)*

- White
- Black or African American
- Asian
- American Indian or Alaskan Native
- Native Hawaiian or Other Pacific Islander
- Other: _____

12. Are you Hispanic or Latinx? *

- Yes.
- No.

13. What is your preferred language

- English
- XXXX/ Mandarin
- XXXX/ Japanese
- Español/ Spanish
- Français/ French
- Other: _____

COVID-19 Relief Fund

In addition to the Emergency Tenant Assistance Program, the Town has collaborated with the Arlington Health and Human Services Charitable Corporation to raise funds to assist Arlington community members who have experienced financial hardship as a result of the pandemic. The Arlington COVID-19 Relief Fund, administered by the Health and Human Services Department, will offer emergency assistance to individuals and families who are struggling to meet essential needs, such as rent/mortgage payments, utilities, childcare, internet connectivity (for families with school aged children), medications, and other necessities. While assistance from the Covid-19 Relief Fund is not restricted to households earning a low income, priority will be given to those who are most economically vulnerable to the crisis. For more information about the COVID-19 Relief Fund, please visit: www.ahhsc.org.

14. Are you having difficulty paying any of the following household expenses? (Check all that apply.)*

- Mortgage
- Childcare
- Utility bills
- Transportation
- Medications

- Food
- Internet Access
- Moving Costs
- Security Deposits
- Other: _____

15. Please estimate the total amount of household expenses, outside of rent, that you are having difficulty paying.*

I, the above named individual, declare under the pains and penalties or perjury that the foregoing statements are true, correct, and accurate to the best of my knowledge and ability. I acknowledge and accept that submission of this application does not guarantee my entry into the lottery for the Arlington Emergency Tenant Assistance Program, nor receipt of funds from the Arlington Emergency Tenant Assistance Program or the Arlington COVID-19 Relief Fund.

Signature: _____

Note on the CDBG-CV Funds:

The Arlington Emergency Tenant Assistance Program is funded by \$400,000 from the Town of Arlington's Community Development Block Grant (CDBG-CV) program, administered by the Town of Arlington Department of Planning and Community Development and funded by the U.S. Department of Housing of Urban Development (HUD). Funding for approved applications is contingent on release of funds to the Town. Town employees are not eligible to participate in this program.

The Town of Arlington is committed to your privacy, and will only share your information with our contractors as needed for the administration of this program. If you are selected and approved, your application may be subject to a monitoring by the Town and HUD in order to meet CDBG program requirements. Your information will not be shared outside of the Town, HUD, or our contractors who are working on this program.



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Arlington Emergency Tenant Assistance Program Guidelines

1.0 Introduction

On behalf of the Town of Arlington, the Department of Planning and Community Development is administering an emergency tenant assistance program utilizing Community Development Block Grant (CDBG-CV) funds allocated through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. This assistance is offered to Arlington households that make a low-income and are that are struggling to pay their rent due to the impact of the COVID-19 pandemic. The program provides rental assistance up to \$2,000 per month, for no more than three months, payable to the household's landlord.

Tenant assistance will be provided to eligible Arlington households affected by COVID-19 who meet certain eligibility criteria and are selected in a lottery. Eligible households that are selected in the lottery will be required to provide additional documentation before receiving rental assistance.

2.0 Program Requirements

2.1 Eligibility, Terms, and Fees

Eligible households may be awarded up to \$2,000 per month, for no more than three months, in rental assistance, payable to their landlord through the Arlington Emergency Tenant Assistance Program.

Eligibility

The program is open to any Arlington household that is earning at or below 50 percent of the area median income.

Terms

The following terms apply:

- The maximum request is \$2,000 per month.
- The assistance can only be provided for up to three months.
- There is no minimum request.
- The assistance is payable to the landlord.

Fees

There are no application fees.

2.2 Program Service Area

Grant awards are available to any eligible Arlington household with an address in Arlington.

2.3 Funding Source

Arlington Emergency Tenant Assistance Program Guidelines

The Arlington Emergency Tenant Assistance Program is funded through Community Development Block Grant (CDBG-CV) funds provided by the U.S. Department of Housing and Urban Development (HUD) to the Town of Arlington. As such, these funds have Federal requirements, as described below.

2.4 Eligible Applicants

The program is open to any Arlington household that is earning at or below 50 percent of the area median income.

2.5 Ineligible Applicants

Ineligible applicants include those households that earn more than 50 percent of the area median income. Responses to the pre-application (described below) may prevent an applicant from being added to the lottery, even if the household is income qualified, including living in public housing or receiving a voucher through the Section 8 Housing Choice Voucher Program (HCVP), or through any other Massachusetts voucher program, reporting the ability to pay April, May, and June rent, and reporting that COVID-19 has not impacted ability to pay rent.

2.6 Eligible Use of Funds

The only eligible use of funds is to pay for up to three months of rental assistance at up to \$2,000 per month. The rental assistance is payable to the landlord only.

2.7 Ineligible Use of Funds

The funds shall not be used for any other use other than rental assistance. The funds shall not be made payable to the tenant.

3.0 Program Requirements and Administration

3.1 General Requirements

The Town of Arlington Department of Planning and Community Development will oversee the Arlington Emergency Tenant Assistance Program, with assistance from a contactor(s), to ensure that eligible Arlington households earning at or below 50 percent of the area median income are assisted with this program.

3.2 Other Requirements of HUD Sourced Grants

The Town must complete an Environmental Review before providing funds to the contractor.

3.3 Program Administration

The Town will:

- Originate grant funds;
- Market the Arlington Emergency Tenant Assistance Program and promote application period;
- Provide initial documents in common languages other than English;
- Create an online portal for application submittal;
- Provide initial screening of applicants;
- Conduct the lottery;
- Complete an Environmental Review;
- Provide final approval of applicants that meet the program requirements;
- Ensure timely disbursement of funds;

Arlington Emergency Tenant Assistance Program Guidelines

- Maintain agreement documents and fiscal records;
- Administer grants; and
- Ensure compliance with CDBG program guidelines.

The contractor(s) will:

- Assist applicants in completing the pre-application and full application;
- Provide interpreters for translation services;
- Ensure Applicants have provided all documentation necessary;
- Be the point of contact for Applicants;
- Provide initial approval of Applicants that meet the program requirements;
- Maintain agreement documents and fiscal records; and
- Ensure compliance with CDBG program guidelines.

3.4 Grant Terms and Conditions

Tenant assistance from the program is designed to keep Arlington households that make a low-income in their homes. Terms and conditions are determined by material submitted in the application

- Grant – the funding is in the form of a grant.
- Allow Town and contractor(s) to collect certain income and demographic data from applicants.
- Allow the Town and contractor(s) to collect 3rd party documentation such as financial information that demonstrates income.

4.0 Program Operations and Grant Processing

4.1 Program Marketing and Outreach

Program marketing will be conducted by the Town and will affirmatively target underrepresented groups. Examples of marketing include media coverage with ads in local papers and distribution of information to landlords and housing providers in the community. Direct mail or informational flyers will be coordinated in a safe manner per social distancing requirements. Program information will be translated in three languages besides English spoken in Arlington.

4.2 Pre-Application Period

The Town of Arlington will open an application period of two weeks to allow Arlington households to apply online for the Arlington Emergency Tenant Assistance Program. The application form will be hosted online with translations available.

4.3 Lottery

Following the close of the application period, the Department of Planning and Community Development will review the applications to determine initial eligibility. Those applications that are found eligible will be notified that they will proceed to the lottery. The applications that are found ineligible will be notified as such. Following this notification, the Town of Arlington will hold the lottery to establish the order in which applications will be funded.

Following the lottery, the Town will provide the contractor(s) with the eligible applications to coordinate the preparation of the full application.

4.4 Formal Request for Information/Full Application

For each household that is selected in the lottery, the contractor(s) will request a full application and additional information from each applicant. This information may include, but is not limited to:

- Proof of tenancy and rent;
- Landlord name, address, and payment information, including a W-9 Form;
- Proof of residency and household size;
- Proof of household income;
- Proof of impact from COVID-19; and,
- Proof of challenges of paying rent for April, May, or June 2020.

Due to the limited amount of funding available for this program, the Town reserves the right to award grantees funding in a lesser amount than requested in order to provide grants to a larger number of Arlington households.

4.5 Future Application Rounds

In the future, if additional funds become available, the same steps to operate this program will be followed.

4.6 Equal Opportunity Compliance

The Arlington Emergency Tenant Assistance Program will be implemented in ways consistent with the Town's commitment to State and Federal equal opportunity laws. No person or business shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with CDBG program funds on the basis of their race, creed, color, religion, national origin, sex, sexual orientation, gender identity, age, or physical/mental disability, or other arbitrary cause.

4.7 Applicant Confidentiality

All personal and business financial information will be kept confidential to the extent permitted by law.

4.8 Dispute Resolution/ Appeals Procedure

Applicants whose applications are not selected or not deemed eligible have the right to appeal the decision of the Town, limited to procedural errors in the selection process. In the event that no such procedural errors are found to have occurred, the decision of the Town shall be final. An aggrieved applicant may, within seven (7) business days after the selection of prospective eligible projects, appeal in writing to the Director of Planning and Community Development or their designee. The appeal must state all facts and arguments upon which the appeal is based. The Director, or the appointed Designee, will review the content of the Arlington Emergency Tenant Assistance Program Guidelines, the applicant's application, and the facts which form the basis for the appeal. The Director, or the appointed Designee, will render a written decision within thirty (30) business days of the receipt of the appeal.

4.9 Grant Closing Process

Upon successful completion of application process, Town staff will prepare for the grant execution by preparing the grant document. After execution, the Town will forward payment to the landlord.

**Appendix A:
Income Requirements**

Household Size	1	2	3	4	5	6	7	8
Maximum Income	\$41,500	\$47,400	\$53,350	\$59,250	\$64,00	\$68,750	\$73,500	\$78,250

Include everyone who lives in the household, including young children, roommates, and friends and family members who are living with you. Include income from earnings, wages, tips, investments, winnings, pensions, Social Security, unemployment, and any other sources of income from every member of your households who is 18 years of age or older.

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TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE
ARLINGTON, MASSACHUSETTS 02476
TELEPHONE 781-316-3090

Arlington Emergency Tenant Assistance Program Pre-Application Guide

Arlington Emergency Tenant Assistance Program

The Department of Planning and Community Development is administering an emergency rental assistance program for Arlington households that earn less than 50% of the area median income and who cannot pay rent due to the COVID-19 pandemic and economic crisis. This Program is funded with \$400,000 of Community Development Block Grant (CDBG-CV) funds. This guide will help you complete the pre-application form and understand better the process for getting assistance. We have included some Frequently Asked Questions (FAQs) at the end.

To be eligible for rental assistance, you must meet the following criteria:

- You must be an Arlington resident who rents your home.
- Your household must make a low income. See the income limits below, and FAQs for how to calculate your income.
- You must be unable to pay rent due to the COVID-19 pandemic and economic crisis.

Eligible households who complete the pre-application form will be entered into a lottery. Eligible households who are selected in the lottery will receive assistance in the form of up to \$2,000 per month for no more than three months, payable to their landlord.

“Low-income” is no more than 50% of the Area Median Income, based on calendar year 2019. The income limit is based on the number of people living in your household, including any roommates, children, and immediate or extended family living with you.

Income Limits:

Household Size	1	2	3	4	5	6	7	8
Maximum Income	\$41,500	\$47,400	\$53,350	\$59,250	\$64,00	\$68,750	\$73,500	\$78,250

If you are selected in the lottery, the Town will contact you by email and invite you to work with our housing provider to complete a full application form, including backup documentation. Failure to provide accurate information in the pre-application may result in your removal from the program. Failure to respond to the housing provider in a timely fashion may result in your assistance going to someone else.

To be considered for the lottery, complete the pre-application form before **11:59pm on June XX, 2020**. You can view the form here: [ADD LINK]

Frequently Asked Questions (FAQs)

If you need assistance completing the form, you may contact covidrelief@town.arlington.ma.us. Please include your name, address, and phone number. If you do not speak English, please indicate the language you speak and we will make accommodations to provide interpretation services.

Arlington Emergency Tenant Assistance Program

1. Who is eligible for Arlington Emergency Tenant Assistance Program? What type of assistance will I receive?

Arlington renter households that make a low-income and that are unable to pay rent due to the COVID-19 pandemic and economic crisis are eligible to apply. Examples include families with children, seniors, people living alone, and people living with roommates. Eligible households that are selected in the lottery will receive assistance in the form of up to \$2,000 per month for no more than three months, payable to their landlord, through the Arlington Emergency Tenant Assistance Program.

If you are not income-eligible for the Arlington Emergency Tenant Assistance Program, the Arlington COVID-19 Relief Fund may be able to assist you in paying your rent. For more information about the Arlington COVID-19 Relief fund, visit www.ahhscc.org.

2. How does the Arlington Emergency Tenant Assistance Program lottery work?

The Town will use the pre-application to determine which households are eligible for this program. Eligible households will be assigned a number and entered into a lottery. The Town will conduct the lottery after the pre-application window has closed to determine the order in which people are invited to apply. The Town will publish the results (with no personal information included, to protect privacy) and will reach out via email to the applicants who have been selected. Our housing partners will also contact you if you have been selected, and invite you to submit a full application.

3. What do I need to do if I'm selected? What documents do I need to provide?

If you are selected, you will be required to submit documents to the Town's administrator to verify your eligibility and to help us provide you with rental assistance. While your exact situation may vary, households will be asked to provide a copy of their lease/ rental agreement, information about their landlord, and proof of household income (see question 6). We will also need information on your landlord so we can submit payment to them. Some households may be asked to provide additional documentation. We will never ask about your citizenship status or ask for any immigration documentation.

The Town is committed to your privacy, and will only share your information with our contractors as needed for the administration of this program. If you are selected and approved, your application may be subject to a monitoring by the Town and HUD in order to meet CDBG program requirements. Your information will not be shared outside of the Town, HUD, or our contractors who are working on this program.

4. How soon will I get the assistance? What month will the assistance apply for?

Once the lottery is held, we will refer selected applications to our administrator. The selected applicants

will work with the administrator to complete the full application, including backup documentation. The administrator will help answer any questions you have, and will review your application once it is complete. If the administrator approves your application, they will submit it to the Town for final approval and payment. We plan to provide payment to landlords within 30 days of the lottery being conducted, but the timeline is dependent on how quickly the full applications are completed.

The assistance will cover up to \$2,000 per month for no more than three months, but we generally do not specify which month the assistance will apply to. You should speak to your landlord if you have questions about how the assistance will be applied.

5. Is there a cap to how much assistance I can receive from the Arlington Emergency Tenant Assistance Program?

You may receive rental assistance up to \$2,000 per month for no more than three months for a total of up to \$6,000.

6. If I'm not selected in the Arlington Emergency Tenant Assistance Program lottery, what should I do?

If you are not selected in the lottery, you may still be eligible for the Arlington COVID-19 Relief. If additional funding is dedicated to rental assistance for income-eligible households from CDBG funds or other local sources, a second lottery may be held.

There may be other programs available to assist you including the Housing Corporation of Arlington's Homelessness Prevention Program. More information about the Homelessness Prevention Program can be found here: <https://www.housingcorporation.org/homelessness-prevention/>.

General Questions

1. What do I do if I can't fill out the form online because of a disability, lack of Internet access, a language barrier, or some other reason?

If you need assistance completing the form, you may contact covidrelief@town.arlington.ma.us. Please include your name, address, and phone number. If you do not speak English, please indicate the language you speak and we make accommodations to provide interpretation services.

2. How do I calculate my 2019 gross household income?

Your 2019 gross household income is the total amount of income earned, before taxes, of every adult in your household between January 1, 2019 and December 31, 2019. Income earned by members of your household who are under the age of 18 should not be counted.

You can check your 2019 taxes, W-2s, or other forms to find your total income. You can also estimate your income based on paystubs or similar documents. Include in your calculation all sources of income, such as tips, unemployment, Social Security, pension, or investments.

3. How do I calculate my household size?

Your household size is the number of people who live in your apartment/ unit with you. Include any

roommates, parents, siblings, children, cousins, or other family members, any friends, and anyone else who lives with you. If someone in your household lives in multiple locations, you should count them if they live at your household more than 50% of the time.

4. How do I know if I'm eligible for unemployment benefits?

If you have recently lost your job or seen a reduction in income, you may be eligible for unemployment benefits. Learn more at <https://www.mass.gov/info-details/massachusetts-covid-19-unemployment-information>. Note that, due to COVID-19, Massachusetts has expanded the unemployment insurance program so that more people will be eligible. Your eligibility for unemployment benefits does not impact your eligibility.

5. Why do you need to know if I live in public housing or receive a Section 8 voucher?

Living in public housing or receiving a Section 8 voucher does not impact your eligibility. We may require different documentation of rent when we process your application. If you live in public housing or receive a Section 8 voucher, and you have experienced a loss of income, you should consider asking your landlord or voucher sponsor about a re-certification of income. This could reduce the amount of rent that you are responsible for paying.

6. What do I do if I'm being evicted for non-payment of rent?

There is a statewide moratorium on evictions until after the public health emergency has been lifted. If you are being evicted for non-payment of rent, you should contact Greater Boston Legal Services at 617-603-1807 or an attorney immediately.

7. What do I do if I am homeless?

If you are homeless, please contact the [Somerville Homeless Coalition](#) which offers a range of services for homeless and near homeless families and individuals. The Somerville Homeless Coalition can be reached at 617-623-6111.

8. Am I eligible if I'm an immigrant? Is this assistance included in the public charge rule?

We do not collect information about immigration status. Immigration status does not affect eligibility for this program. The type of assistance being offered through the Arlington Emergency Tenant Assistance Program and the Arlington COVID-19 Relief Fund are not included in the public charge determination.

9. Why are you asking about my race and ethnicity?

We collect this information for data collection purposes only. Your race and ethnicity do not impact your eligibility for rental assistance or your likelihood of being selected in the lottery. We use the aggregate data to ensure that our program is accessible to everyone in our community.

10. Is there assistance to cover other household expenses, besides rent, that are difficult to pay due to the COVID-19 pandemic?

While the Arlington Emergency Tenant Assistance Program cannot pay for other household expenses, the Arlington COVID-19 Relief Fund may provide funding towards such expenses for individuals and

families financially burdened by the COVID-19 crisis. The Arlington Covid-19 Relief Fund, administered by the Health and Human Services Department, will offer emergency assistance to Arlington community members who are struggling to meet essential needs, such as rent/mortgage payments, utilities, childcare, internet connectivity (for families with school-aged children), medications, transportation and other necessities. Assistance from the COVID-19 Relief Fund is not restricted to households earning a low income; however, priority will be given to those who are most economically vulnerable to the crisis. For more information about the COVID-19 Relief Fund, please visit: www.ahhsc.org.

11. Will there be more funding available later? Will I be eligible for future programs?

There is currently no funding available to fund this program after this first round of assistance. If funding becomes available and the program runs again, the Town reserves the right to change the eligibility criteria, amount of assistance, and other aspects of the program.

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TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE
ARLINGTON, MASSACHUSETTS 02476
TELEPHONE 781-316-3090

Request for Proposals for an Arlington Emergency Tenant Assistance Program

Introduction

In response to the COVID-19 crisis, the Town of Arlington, through the Department of Planning and Community Development, is seeking one or more contractors to administer a new Arlington Emergency Tenant Assistance Program ("the Program"). The Program will provide an estimated 100 eligible Arlington renter households that earn a low-income with rental assistance, using an expected \$400,000 in federal Community Development Block Grant (CDBG-CV) allocated through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Additional households may be assisted contingent on funding availability through CDBG-CV and other Town sources, and at the discretion of the Town. Funding sources other than CDBG-CV may have different income eligibility requirements than this Program, including assistance to households with incomes above 50% of the area median income.

Contractors with significant experience in administering rental assistance programs, particularly those serving diverse communities and working with CDBG or other state or federal housing funds, would be strong contractors in this effort. The Town expects to select a contractor and begin accepting rental assistance pre-applications in early June.

The Town may select more than one contractor in order to ensure adequate capacity to meet program needs. If you feel you do not have the capacity to serve up to 150 households, we still strongly welcome your proposal.

The Town is soliciting proposals in order to run the program per application basis, but for no more than 10 percent of the available funding or no more than \$40,000, in accordance with M.G.L. c.30B. Proposals are due by **1:00pm on Tuesday, May 12, 2020**.

This Request for Proposals (RFP) is being managed by the Town of Arlington Department of Planning and Community Development. Questions about this RFP should be made by email to Erin Zwirko at ezwirko@town.arlington.ma.us.

Scope of Services

About the Program

The Program will provide rental assistance to eligible Arlington renter households (i.e., those households earning at or less than 50 percent of the area median income). The rental assistance is offered at up to \$2,000 per month for no more than three months. The Town will provide funds on behalf of approved households to their landlords. The contractor(s) will provide intake and other services as described below.

Request for Proposals for an Arlington Emergency Tenant Assistance Program

The Program will accept pre-applications (see Appendix A) during a period of at least two weeks determined at the Town's discretion, but beginning no sooner than **Monday, June XX**. The Town will publish pre-applications and an online portal to accept them. The contractor(s) will assist, by phone or email, Arlington residents needing assistance in submitting their pre-applications. If the Town chooses to accept pre-applications prior to selecting the contractor(s), the Town will assist Arlington residents needing assistance with their pre-applications until a contract is executed, at which point the contractor(s) will be responsible for that assistance.

After the pre-application period is closed, the Town will conduct a lottery to determine which applicants will be invited to complete a full application (see Appendix B). The Town will invite those applicants to complete a full application through the contractor(s), and will provide the contractor(s) with a list of those applicants, including contact information and other information collected through the pre-application. The contractor(s) will contact those applicants and assist them in completing a full application.

The contractor(s) will ensure full applications meet the Program requirements, including submission of required documentation. The contractor(s) will provide initial approval of completed applications and will submit those applications to the Town for final approval and payment.

The contractor(s) will submit reports to the Town regarding the progress of the Program twice monthly.

What the Town Will Provide

The Town will provide the pre-application (Appendix A) and a full application (Appendix B).

The Town will provide an online portal to accept pre-applications, but does not anticipate providing assistance to potential applicants in completing their applications after selecting the contractor(s).

The Town will publish guiding documentation to aid in the completion of pre-applications and full applications. The Town will translate the guiding documentation into the three most common languages spoken in Arlington, besides English, including Mandarin, Chinese, and Spanish.

The Town will screen applicants for eligibility based on pre-application submissions, and conduct a lottery to identify which applicants will be invited to submit a full application. The Town will notify those applicants by email that they should contact the contractor(s) to submit a full application.

The Town will provide the contractor(s) with those applicants' pre-applications, including name and contact information, so the contractor(s) can proceed with intake procedures. In the event the Town selects more than one contractor, the Town will segment the list of those applicants and provide each contractor with a segment of the list consistent with that contractor's contract.

The Town will provide additional names from the lottery to the contractor(s) to replace any applicants reported to the Town to be ineligible, unresponsive, unable, or uninterested in pursuing the Program.

The Town will provide final approval to applications submitted by the contractor(s) and will remit payment to landlords.

The Town will provide a reporting form for the contractor(s) to complete twice monthly.

Request for Proposals for an Arlington Emergency Tenant Assistance Program

What the Contractor(s) Will Provide

The contractor(s) will assist Arlington residents in completing pre-applications through the online portal, including submitting pre-applications on behalf of Arlington residents who cannot access the Internet or who have a disability that prevents them from doing so.

The contractor(s) will provide interpreters for Arlington residents in need of translation services by phone or email.

The contractor(s) will contact those applicants chosen by lottery to submit a full application and will assist those applicants in submitting the applications. The contractor(s) will ensure adequate documentation is provided in each application.

The contractor(s) will inform the Town in a timely manner when applicants are ineligible, unresponsive, unable, or uninterested in pursuing the Program.

The contractor(s) will provide initial approval to full applications that meet Program requirements and will submit those applications and supporting documentation to the Town for final approval. The contractor(s) will submit those applications to the Town on a rolling basis, within one day of completion, but no later than 30 days after the lottery is held.

The contractor(s) will maintain compliance with all requirements of the Town and the U.S. Department of Housing and Urban Development (HUD). The contractor(s) will seek guidance from the Town when compliance issues arise.

The contractor(s) will submit a report to the Town twice monthly.

Funding Availability in Future Rounds

The Town expects to deplete available funding after the Program's first round, following the procedures outlined above. The Town may elect to add additional funds for future rounds of rental assistance and for other income levels. The Town reserves its right to amend any contracts for services procured through this RFP to include any future rounds of rental assistance through mutual agreement with the contracted contractor(s). The Town may also elect to issue a new RFP for future rounds, or to take any other action the Town considers at its sole discretion to be necessary or expedient in the administration of future funding rounds.

Timeline

Below is our timeline for selection. Given the nature of the public health crisis, this is an accelerated timeline.

Wednesday, May 6

RFP is circulated to potential contractors and posted online at Arlingtonma.gov

Thursday, May 7

Optional Pre-Bidders Meeting via teleconference at **3:00pm**
(Contact ezwirko@town.arlington.ma.us to participate)

Friday, May 8

Questions due at 11:00am to ezwirko@town.arlington.ma.us

Tuesday, May 12

Proposals are due by 1:00pm

(Email proposals to ezwirko@town.arlington.ma.us.)

Request for Proposals for an Arlington Emergency Tenant Assistance Program

Week of May 12

Contract(s) executed by Town; Pre-Applications Made Available
(Subject to change at Town's discretion.)

The Town reserves the right to change contract execution date based on review of proposals or release of funding to the Town by HUD.

Your Proposal

How to Submit a Proposal

Proposals must be emailed to Erin Zwirko at ezwirko@town.arlington.ma.us.

What to Submit

To respond to this RFP, interested bidders must provide both a price proposal and an operating proposal.

Price Proposal

The Price Proposal should simply state the cost to provide the services in your Operating Proposal on a per application basis but not to exceed \$40,000. This is the amount that the contractor will receive from the Town for each successfully completed application approved by the Town.

Operating Proposal

The Operating Proposal should detail how the respondent plans to deliver on the scope of services detailed above. Please submit a written proposal that responds to the following:

1. Describe your organization's experience providing similar services, including a description of any rental assistance and/or other low-income housing support services you have provided, and the number of years that you have provided those services. Include any experience your organization has with CDBG or other relevant HUD or State programs.
2. Describe your capacity in terms of the maximum number of households you can serve pursuant to the scope of services and consistent with your Price Proposal. Describe your organization's staffing plan and identify key personnel who will manage this program.
3. Describe your organization's technological capacity and ability to handle the application workload (including security of submitted documents and incoming questions from clients) via phone, email, and web applications.
4. Describe your organization's experience and ability working within immigrant communities and how your organization plans to overcome language barriers. Describe programs or procedures you have in place, or plan to put in place, to better serve immigrant communities.
5. Provide a list of current and previous governmental or non-profit clients for rental assistance programs.

How We Will Choose

The Town will choose the contractor(s) who will deliver the most value for the residents of Arlington, when considering both the Operating Proposal and the Price Proposal.

**Request for Proposals
for an Arlington Emergency Tenant Assistance Program**

All applicants must meet the following minimum requirements:

1. Experience providing rental assistance people who make a low-income.
2. Technological capacity to handle phone and email questions and intake securely and responsively, including secure handling of documents.
3. Capacity to assist Arlington residents with submitting the pre-application.
4. Capacity to serve at least 150 applicants selected through a lottery.
5. Translation/ interpreter services available to Arlington residents needing assistance with the pre-application and to applicants selected through a lottery.
6. Active or pending registration in SAM.gov, with active status confirmed before final selection is made.
7. Sign the Certificate of Non-Collusion (Appendix C) and Tax Compliance Certification (Appendix D) and submit with your Operating Proposal. Scanned copies are acceptable.

When considering the Operating Proposals, the Town will favor those respondents who have extensive experience providing similar services, provide adequate capacity (including staffing levels), and demonstrate significant experience and ability to serve Arlington’s diverse community. Each Operating Proposal will be evaluated based on how well it addresses these criteria. Responses to each section will be determined to be highly advantageous, advantageous, or not advantageous.

Category	Highly Advantageous	Advantageous	Not Advantageous
Organizational Experience	Applicant has at least 10 years’ experience providing rental assistance and other housing services to people who make a low-income, including using CDBG or other HUD or state programs.	Applicant has at least 5 years’ experience providing rental assistance and other housing services people who make a low-income.	Applicant has less than 5 years’ experience providing rental assistance to people who make a low-income.
Organizational Capacity	Applicant demonstrates capacity, including staff levels, to serve 150 or more applicants.	Applicant demonstrates capacity, including staff levels, to serve at least 100 applicants.	Applicant demonstrates capacity, including staff levels, to serve less than 75 applicants.
Service to Diverse Communities	Applicant has existing program or procedure focused on service to underrepresented or hard to reach communities.	Applicant has proposed program or procedure focused on service to underrepresented or hard to reach communities.	Applicant does not have program or procedure focused on service to underrepresented or hard to reach communities.

Proposals will be evaluated by a Selection Committee composed of Town employees administering CDBG, CPA, and local relief fund programs and a recommendation will be made to the Town Manager and Director of Planning and Community Development. The award decision will be made by the Town Manager and the Director of Planning and Community Development.

**Request for Proposals
for an Arlington Emergency Tenant Assistance Program**

The Town reserves the right to interview respondents (including by phone or video conference) and to conduct reference checks. Information obtained may be used in the evaluation.

The Town reserves the right to accept or reject any and/ or all proposals, to waive minor irregularities and technicalities, and to request resubmission. All proposals that do not meet the minimum requirements will not be considered. Any contract for services related to the RFP may be cancelled if funds are not appropriated or otherwise made available to support the contract.

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**Request for Proposals
for an Arlington Emergency Tenant Assistance Program**

**Appendix A:
Pre-Application Form**

[Insert the Pre-Application Form]

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**Request for Proposals
for an Arlington Emergency Tenant Assistance Program**

**Appendix B:
Full Application Requirements**

The full application will include similar questions as the pre-application, but will require documentation to prove eligibility. These include proof of residency, tenancy, rent, landlord name and address, number of adult tenants, and household income.

The contractor(s) will need to work with the applicants to collect the required documentation. These include:

Proof of Tenancy and Monthly Rent: Written lease, or evidence of verbal lease if no written lease exists.
Landlord Name, Address, and Payment Information: Written lease, or evidence of verbal lease if no written lease exists. Additionally, a W-9 from the landlord is required.

Proof of Residency and Household Size: Lease showing all adults will suffice. For adults not listed on lease, or when lease is unavailable, substitute with bills, government mail or documents, or, if necessary, self-certification. Proof of residence for children is not required. A pregnant person may be counted as two people for the purpose of household size.

Proof of Household Income: From every adult, a 2019 tax return; or, if unavailable, a 2018 tax return; or, if unavailable, pay stubs for at least one pay period between October 1, 2019 and December 31, 2019, plus backup for other forms of income between those dates, such as SSI, pension, unemployment, etc.; or, if unavailable, self-certification. Any income from children under the age of 18 should not be counted toward household income.

Proof of Impact from COVID-19: Self-certification.

Proof of Challenges Paying Rent for April, May, or June 2020: Documentation showing past due rent or, if unavailable, self-certification.

Certain answers on the pre-application will prevent the household from being placed in the lottery, including being over income, living in public housing or receiving a Section 8 voucher, reporting the ability to pay April, May, and June rent, and reporting that COVID-19 has not impacted ability to pay rent.

In addition, completed applications given initial approval by the contractor(s) must certify that the household is at or below 50% of the Area Median Income made effective in June 2019. If the monthly rental amount is above the parameters of this program, the contractor will note on the application that the amount paid should not exceed \$2,000 per month.

**Request for Proposals
for an Arlington Emergency Tenant Assistance Program**

**Appendix C
Certificate of Non-Collusion Form**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of Individual Submitting Bid or Proposal

Name of Individual Submitting Bid or Proposal

Name of Business

Date

BY STATE LAW THIS NON-COLLUSION FORM MUST BE SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL.

**Request for Proposals
for an Arlington Emergency Tenant Assistance Program**

**Appendix D:
Certificate of Tax Compliance Form**

Pursuant to MGL Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature and Title of Individual or
Responsible Corporate Officer

BY STATE LAW THIS CERTIFICATE OF TAX COMPLIANCE FORM MUST BE SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL.