



CITY OF SAN PABLO
City of New Directions

Housing Successor Agency of the City of San Pablo

COVID-19 HOUSING ASSISTANCE GRANT PROGRAM GUIDELINES FOR FY 2019/20

INTRODUCTION

The Housing Successor Agency (HSA) of the City of San Pablo's (City) COVID-19 Housing Assistance Grant Program (Program) provides a one-time grant per household of up to \$1,000 per household to help pay for rent, mortgage or utility payments during the County Shelter-in-Place (SIP) due to a job loss or reduction in work hours caused by the Covid-19 pandemic.

The City will review, and to the extent necessary, update these Guidelines on an as-needed basis. The City may approve minor revisions, interpretations, or clarifications to these Guidelines. Any such revision, interpretation, or clarification shall become effective when posted on the City's website, www.sanpabloca.gov.

PROGRAM FUNDING

The Program will be funded with \$250,000 from the City of San Pablo/Housing Successor Agency's Low-Income Housing Fund.

ELIGIBLE USE OF FUNDS

- Rent payment.
- Mortgage payment.
- Utility payment (gas, electric, water).

ELIGIBILITY

- Job loss or reduction of work hours related to COVID-19 in household.
- Applicant with a total household income that does not exceed the HCD Published State Income Limits for Low-income Households at the time a complete Program Application is received.
- Applicant must reside in incorporated City of San Pablo and be a legal resident.
- One applicant per household.
- Applicant or any member of applicant's household cannot be a City of San Pablo Elected Official, current employee of the City of San Pablo or a current employee of the San Pablo Economic Development Corporation.

GRANT AMOUNTS (TOTAL PER HOUSEHOLD)

	1 Person	2 Person	3 Person	4 Person	5 Person
80% or lower of AMI	\$ 400.00	\$ 500.00	\$ 600.00	\$ 700.00	\$ 800.00
50% or lower of AMI	\$ 500.00	\$ 600.00	\$ 700.00	\$ 800.00	\$ 900.00
30% or lower of AMI	\$ 600.00	\$ 700.00	\$ 800.00	\$ 900.00	\$ 1,000.00

*AMI is defined as Area Median Income as published by the California Department of Housing and Community Development for Contra Costa County.

<https://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits/docs/Income-Limits-2019.pdf>

PRIORITY FUNDING STATUS

In evaluating the applications, the City will provide “priority funding status” to the following:

- Lowest income households considering the size of the household.
- Applicant household who did not qualify or receive any Federal or State stimulus monies related to COVID-19.

APPLICATION

Applicant must provide the following:

- Program application form.
- Proof/documentation of household size and that all members of the household live in the City of San Pablo.
- Proof/documentation of income for all members of the household.
- Proof/documentation of job loss or reduction of work hours related to Covid-19.
- Proof/documentation of legal residency of Applicant.
- Lease Agreement/Mortgage/Utility statement.

APPLICATION PROCESS

The City will be accepting applications for the Program from **May 5, 2020 to May 30,2020** and begin evaluating all applications shortly thereafter. Once the City finishes its evaluation, it will inform all applicants on the outcome of their application. Disbursements of one-time grant awards will be determined and allocated to recipients prior to June 30, 2020.

Application forms can be downloaded from the City of San Pablo website, www.sanpabloca.gov. All applications (and supporting documentation) can be sent via email to COVIDGRANT@sanpabloca.gov or via regular mail to:

San Pablo City Hall
Community and Economic Development Department
13831 San Pablo Avenue, Building 3
San Pablo, CA 94806