

CDBG RENT AND UTILITY ASSISTANCE PROGRAM

This is a rent and utility assistance program provided from the CDBG-CV funds and is targeted to Norman households that have been directly affected by a significant loss (50% or more of gross) or lapse of earned income directly attributed to the COVID-19 crisis. To qualify the applicant must currently have an income of 80% or below of Median Family Income for Norman.

Additional directives will be provided for Emergency Solutions Grants (ESG) and Emergency Food and Shelter Program (EFSP) Assistance when available.

GENERAL INFORMATION

The household must occupy a rental unit located within the city limits of Norman.

If the client is receiving any type of rental assistance including but not limited to Section 8, Public Housing, SSVF, CoC Permanent Supportive Housing etc. they are ineligible for this program. Adjustment to rental subsidy by provider is available due to reduction of income.

PHASES OF DOCUMENTATION

These funds are being provided by the Community Development Block Grant – CV funding included within the CARES Act, and require that all households receiving assistance are qualified according to the regulations of the program and require appropriate documentation. Participation in the program requires that data be provided for each applicant. In addition to the documentation defined below, data pertaining to the racial and ethnic composition of the household is also required to be collected.

- Documentation of household composition
- Documentation of previous employment
- Documentation of lapse of employment
- Documentation of current income level

TYPE OF ASSISTANCE

- Two months' rent paid to landlord directly after application approval. No payment will be made to tenants.
 - If current status is one month behind, past due and one month forward will be paid. No more than two months' assistance will be provided
- Each household will receive \$400 (\$200 per month) paid directly to the utility companies on behalf of the client. Amount will be adjusted per utility as needed if household does not receive all services.
 - Client will provide utility bill(s) to verify account numbers
 - City of Norman – \$100 towards Water, Trash, Sewer
 - OG&E/OEC - \$200 towards electricity
 - ONG - \$100 towards gas

HOUSEHOLD COMPOSITION

- List of all persons living in the unit (Family Household) and identifying the following:
 - Address of rental unit
 - Names and ages of all household members
 - Identification of Head(s) of Household and ethnic and racial information
 - Leaseholder name
- Units which have a roommate situation will be handled differently. Assistance will only be provided to persons who qualify who are listed on the lease.

PREVIOUS EMPLOYMENT

- Proof of previous employment may include one of the following:
 - Provision of a payroll stub dated prior to March 13
 - Bank statement from January or February 2020 indicating employment income
 - 2019 Federal Income Tax Return

LAPSE OF EMPLOYMENT

- Documentation of lapse of employment
 - Documentation of reduction of wages if still employed
 - Proof of filing for unemployment

CURRENT EMPLOYMENT

- Documentation of current income for all household members over 18 to qualify household at or below 80% MFI
 - Unemployment benefits or anticipated benefits
 - Current payroll stub

HOUSING AND UTILITY INFORMATION

- Address of property
- Copy of Lease
- Amount of monthly rent
- Name and address of the landlord/property manager to whom the check for assistance should be made payable.
- Current payment status; last time rent was paid, any late fees due