



PROGRAM GUIDELINES
LYNN ARPA
TENANT BASED RENTER ASSISTANCE (TBRA)

LHAND will provide these households with a housing grant per month to help pay their rent for a period of Twelve (12) months. Participants are encouraged to participate in all services offered by LHAND through the Family Success Center located at 117 Franklin Street.

Eligibility Criteria:

1. Household income must not exceed the following gross annual limit:

Household Size (Number of Persons)							
1	2	3	4	5	6	7	8
\$67,535	\$77,220	\$86,840	\$96,460	\$104,195	\$111,930	\$119,665	\$127,335
Gross Annual Income Limits as of 06/15/2023							

2. Households that have been impacted by the Covid-19 Pandemic and may have experienced unemployment; increased food or housing insecurity; or households that qualify for the Childrens Health Insurance program, Childcare subsidies through the Child Care Development Fund (CCDF0 or Medicaid).
3. Households already receiving any form of rental assistance or who live in MHFA or HUD financed housing are not eligible for assistance.
4. The applicant must have a valid one-year lease and must enter into a HAP Agreement with Lynn Housing Authority & Neighborhood Development.
5. Property owner must also enter into a HAP Agreement with Lynn Housing Authority & Neighborhood Development. *Failure to do so will result in non-compliance with Program Guidelines and funds will not be committed.*
6. The rent amount cannot exceed affordable rent limits. Affordable rent is achieved if the sum of the rent plus the tenant's average monthly utility costs for electricity, gas and/or oil do not exceed the following limits adjusted for number of bedrooms as of **06/15/2023**:

<u>0 BR</u>	<u>1 BR</u>	<u>2 BR</u>	<u>3 BR</u>	<u>4 BR</u>
\$2,025	\$2,198	\$2,635	\$3,207	\$3,540

7. LHAND will assist the client in paying 70% of their monthly rent & while the client will pay 30% of the applicant's gross monthly adjusted household income.
8. The applicant's **minimum rent contribution** will be 30% of the household's adjusted income or 10% of households gross monthly income, whichever is greater.
9. The program is available city-wide.
10. Rent must be current at the time of application. If rent is not current you may be eligible for other rental assistance for rent arrearages through the LHAND Family Success Center located at 39 Curwin Terrace or email: fsc@lhand.org or (339) 883-2342.
11. Your rent payment is based on the following allowable deductions if applicable to your household and not all households are eligible for all deductions:

- a. Elderly or Disabled (must be head of household)
- b. Number of dependents (consistent with 1040 form)
- c. Child Care Expenses (must be documented and eligible)
- d. Medical Expenses (must be documented and eligible)
- e. Disability Assistance Expenses (must be documented and eligible)

Application Process:

Submit the following documents:

Please provide photocopies when asked.

1 Application Form

2 **Guidelines** - Two (2) copies are provided. Sign and date both. Return one (1) with your application, keep one (1) for your records.

3 Income Documents *The following applies to all members of the applicant's household –*

- Most recent **4 (four) consecutive paycheck stubs**
- Current Social Security award letter (1099 is not acceptable)
- Current pension award letter (Award letters indicating the monthly gross income for the current year), and/or other acceptable forms of current income verification, which ever apply.

Federal Income Tax Forms: Applies to all members of the applicants household

- Complete copy of the applicant's **last two years** of federal Income Tax form 1040, with all schedules and W2 statements. If self-employed or incorporated, financial statements for the past three years and profit and loss statement year to date.

Assets:

- **Asset Income** – Two (2) consecutive months of bank statements for all bank accounts in the household for all adult members of the household.
- **Assets:** Include in application a list of all household assets. An asset is a cash or noncash item that can be turned into cash, i.e. stocks & bonds, certificates of deposit, mutual funds, money market accounts, retirement and pension funds; 401K accounts; personal property, mortgages or deeds, whole life insurance; trusts, etc. Additional information may be requested.

4 **Lease** - a complete copy of the one-year lease for the applicant's dwelling unit.

5 **Rent Receipts** - Most recent four (4) months original rent receipts or copies of canceled rent checks (front and back).

6 **Utility Bills** - Copies of the applicant's most recent bills for electricity, cooking fuel, heating fuel, and hot water fuel, whichever are not included in your rent.

7. **Deed** – One copy of the deed to the property

8. **Birth Certificates** – copy for all dependents living in the household

9. **Social Security Card** - copy for every member of the household.

10. **Driver's License or MA Identification Card** – copy for all adult members of household

Additional Requirements:

1. Your dwelling unit must meet the U.S. Department of Housing and Urban Development's Housing Quality Standards (HQS) and State Sanitary Code. A LHAND Rehabilitation Specialist will conduct an inspection of the unit to ensure that it meets HQS and State Sanitary Code.

2. Your dwelling unit and all common areas must meet the U.S. Department of Housing and Urban Development's lead paint regulations. If the unit is "to be occupied" by a family with a child of less than **six** years of age, you or the landlord must provide LHAND with a copy of a valid Lead Paint "Certificate of Compliance". If a Lead Paint "Certificate of Compliance" is more than one year old, the Rehabilitation Specialist will conduct a visual assessment to identify deteriorated paint to ensure that it meets lead paint requirements.
3. Tenants that rent from family members are not eligible to apply for the Tenant Based Rental Assistance Program (TBRA).
4. Any person who has been recently unemployed within the past 180 days must come in and re-certificate 6 months after they have received a commitment letter from the LHAND to verify that you are still eligible for the program.
5. LHAND reserves the right to request additional information to verify statements or facts on the application.
6. Participants are encouraged to participate in all services offered by LHAND through the Family Success Center located at 117 Franklin Street.

Please sign below to indicate that you've received a copy of the TBRA Program Guidelines and the pamphlet "Protect Your Family from Lead in Your Home", and that you've read and understand them.

Date

Applicant's Signature

Date

Co-Applicant's Signature

