



# Community Action of Ventura County

## CARES Emergency Rental Assistance Program

### Frequently Asked Questions

Community Action of Ventura County CARES Emergency Rental Assistance program provides funds to assist low-income, eligible County residents with unpaid rent due to pandemic-related hardship. This program is intended to stabilize housing for the lowest-income residents and those at greatest risk due to loss of employment, loss of work hours, and the inability to work due to child-care needs, family/elder care needs, or substantial medical costs due to COVID-19.

#### **1. How does a residential tenant apply for the Community Action of Ventura County Rental Assistance Program?**

A tenant must complete a short screening form first. Applicants who meet the requirements to apply for rental assistance will then be contacted and given an application along with information on what documents need to be turned in. Please note that we will contact the person whom you pay rent (identified in your application) for additional information. The person to whom you owe rent must complete one-step in order for the application to be considered complete.

Screening forms and applications will be accepted on a first come first served basis starting Monday, March 15 at 10 am until funds run out.

#### **2. How to access and complete the CAVC CARES Rental Assistance screening form:**

Download Screening Form from our website [www.ca-vc.org](http://www.ca-vc.org) or pick up it up from our office. Return form via email or drop off at our office.

Monday- Friday 10am- to 4 pm

For assistance call (805) 263-2587 and representative will be available to offer help in English and Spanish.

#### **3. Who is eligible for the program?**

Ventura County resident

Income was impacted due to COVID-19

Household income must be at or below or at 200% the Federal Poverty Level

Applicant's name is on the Rental/Lease Agreement

Inability to pay rent that is past due at least 30 days or more.

#### **4. How do I know if my income is 200% of Federal Poverty Rate?**

If income, including income of all adults, 18 years of age or older, living in the home, is at or below the dollar amount for the household size listed in the chart, you may qualify your total gross household.

**2021 Annual Federal Poverty Guidelines**  
**Source: U.S. Department of Health & Human Services**

Number in Family/ Household	Gross Annual Amount (200%)
<b>1</b>	<b>\$25,760</b>
<b>2</b>	<b>\$34,840</b>
<b>3</b>	<b>\$43,920</b>
<b>4</b>	<b>\$53,000</b>
<b>5</b>	<b>\$62,080</b>
<b>6</b>	<b>\$71,160</b>
<b>7</b>	<b>\$80,240</b>
<b>8</b>	<b>\$89,320</b>
<b>For each additional person add:</b>	<b>\$9,080</b>

**5. What are the circumstances of the inability to pay rent due to COVID-19?**

- Loss of income due to workplace closure, reduced hours or layoffs.
- Loss of income or increased childcare costs because daycare or schools are closed.
- Medical costs for you or a household member who is ill with COVID-19.
- Loss of income due to government-ordered emergency measures after March 13, 2020

**6. A tenant will be required to provide:**

- Complete short Screening form and application
- Proof of tenancy, such as a rental agreement/lease.
- A form to document the following:
  - The income of all those in the household who are 18 and over.
  - How COVID-19 economically impacted the household and affected the ability to meet rental payment obligations (Self-Certification Form available).
- Provide proof of identity (e.g., driver’s license, state identification card, military ID, passport, or other form of government-issued identification).
- Provide the email address and phone number of the person or management company to whom you pay rent.
- Provide further documentation if requested during program audits.
- Self- certification forms are available in case applicant is unable to provide documents due to circumstances beyond their control.

**7. What step will my landlord need to complete?**

Landlord/Property Manager: Once the applicant submits the application, landlord will receive an email with a request to do the following.

1. Attest that the applicant owes rent and confirm what is stated in rental agreement.
2. Provide your Tax ID or last four digits of Social Security Number

**8. How will I know the status of my application?**

After applying, applicants will get a phone call and email informing them of their status. Please allow up to 5 weeks for processing.

**9. Are businesses eligible to receive rental assistance?**

No, businesses are not eligible to receive assistance through CAVC CARES Rental Assistance Program. This program is specifically for people renting a place to live.

**10. Who is the rental assistance paid to?**

The rental assistance is paid directly to the property owner or Management Company via a check.

**11. If a tenant is selected to receive the rental assistance, can a tenant receive reimbursement for rental ready paid to the property owner?**

No, there is no reimbursement or backpay. The rental assistance is intended for rent-burdened tenants and will apply to unpaid rent obligations due to COVID-19.

**12. If I have multiple adults living in my household. Should each of us submit an application?**

No, only one (1) application per rental unit should be submitted. Multiple application submissions for the same household may deem an application not eligible. Your total household income, including income of all adults, 18 years of age or older, living in the home, will be used to determine your eligibility for the program. If there are multiple households sharing a rental unit each with a separate rental/lease agreement and multiple applications are submitted for the same rental unit, funding will be determined on a case-by-case basis.

**13. Is the application available in Spanish?**

Yes, the application will be available in Spanish. For assistance in Spanish, we encourage you to call (805) 263-2587.

**14. Is rental assistance deemed taxable income for the tenant?**

No, the rental assistance is not deemed taxable income for the tenant.

**15. As a tenant, do I need to be behind in rent to be eligible for the program?**

Yes, a tenant needs to be behind in rent and have a reduction in income related to COVID-19 and meet household income eligibility requirements.

**16. Are people who own mobile homes, but pay space rent to a landlord eligible to apply?**

Yes, if they can provide proof of a lease or rental agreement for the space rent issued by the property owner and ownership are verified.

**17. Are people who rent a room eligible to apply?**

Yes, if they can provide proof of a separate lease or rental agreement issued by the property owner for the room.

**18. Will the landlord/property owner receive one (1) payment or monthly payments?**

The property owner will receive one (1) payment.

\*\*In order to effectuate the purposes of the program, CAVC may take any appropriate actions to ensure that rental assistance is properly credited on the applicant tenant household's behalf, including, but not limited to, directly issuing payment to the landlord or property owner, or directly issuing payment to the applicant tenant as may be necessary.

**19. How much funding may I receive?**

Amounts are based on rent owed. The maximum funding available per household is \$2000.

**20. Will I have to pay the money back?**

No. This is not a loan; it is a grant and will not have to be paid back. However, if Community Action discovers that a recipient has falsified documents or has otherwise defrauded the program, the money will need to be repaid.

**21. Will I have to claim any funding I receive as income on my taxes?**

No, the funding will be paid directly to the person or company who is owed rent.

**22. How will payments be made?**

Rental assistance payments will be mailed directly to the person or company who is owed rent. Unless there are special circumstances.

**23. During program audits, some applicants may be asked to provide the following:**

- Proof of Ventura County Residency
- Rental Agreement/Landlord Attestation
- Notice of Action verifying receiving benefits
- COVID-19 Impact
- Paystubs or bank statements showing loss or reduction of income
- Notice of school or work closure
- Proof of medical care need or expenses
- Proof of Income
- Paystubs, bank statements
- Benefits Award Letter including but not limited to unemployment insurance benefits; social security; disability; pension; retirement; veteran's benefits.

**24. Does the program ask about immigration status?**

No. For emergency rental assistance due to COVID 19 we do not ask about immigration status.

**25. If I am receiving rental subsidies, am I eligible for Pandemic Rental Assistance?**

No. If an applicant is receiving any other rental subsidy (i.e., Section 8; public housing assistance, General Relief, etc.), they are not eligible for CA-VC funds.

**26. How long is the review and approval process?**

The review and approval process may take up to 5 weeks.

**27. How long does it take to issue payment?**

Payment checks will be issued and mailed seven to ten business days from the date the application is funded.

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