



**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 2020/21**

#### **INTRODUCTION**

On May 4, 2020, the Housing Successor Agency (HSA) of the City of San Pablo (City) adopted resolution 2020-054 establishing the COVID-19 Housing Assistance Grant Program (Grant Program) which provided a one-time grant to help pay for rent, mortgage or utility payments during the County Shelter-in-Place (SIP) caused by the COVID-19 pandemic. The Grant Program ended on May 31, 2020.

The SIP has lasted longer than expected and is going on 4 months now. To assist San Pablo residents through this difficult time, the City Council of the City of San Pablo adopted new Program Guidelines for a COVID-19 Housing Assistance Grant Program for FY 2020/21 (FY 20/21 Grant Program).

The FY 20/21 Grant Program will be in effect beginning July 1, 2020 and will end on September 30, 2020 or until Program Funding (defined below) runs out, whichever is sooner.

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 FY 20/21 Grant Program Guidelines. Any such revision, interpretation, or clarification shall become effective when posted on the City's website, [www.sanpabloca.gov](http://www.sanpabloca.gov).

#### **PROGRAM FUNDING**

The Program will be funded with \$250,000 from the City's Fiscal Year 2020/21 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.
- Applicant or any member of the Applicant's household must not have gotten Grant Program funds before.

## GRANT AMOUNTS (TOTAL PER HOUSEHOLD)

	1 Person	2 Person	3 Person	4 Person	5 Person
<b>80% or lower of AMI</b>	\$ 400.00	\$ 500.00	\$ 600.00	\$ 700.00	\$ 800.00
<b>50% or lower of AMI</b>	\$ 500.00	\$ 600.00	\$ 700.00	\$ 800.00	\$ 900.00
<b>30% or lower of AMI</b>	\$ 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>

## APPLICATION

- Applications will be processed on a first come first served basis.
- 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 FY 20/21 Grant Program beginning July 1, 2020 to September 30, 2020 or until Program Funding runs out, whichever is sooner. Applications will be processed on a first come first served basis.

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

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