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DATE: January 19, 2021  
TIME: 9:12 AM

Belmont Housing Trust  
October 13, 2020  
5-6pm  
Subcommittee Meeting: Emergency Rental Assistance Program  
Meeting Minutes

**Attendees:** Judy Singler, Rachel Heller, Betsy Lipson, Madeline Fraser Cook, Tomi Olson, Judie Feins, Gloria Leipzig. Guest: Jennifer Van Campen

1. Amendment to original contract
2. Program Guidelines
3. Marketing
4. Drive-in

**Amendment to contract.** Email sent to Patrice requesting counsel amend the contract from \$250,000 to \$350,000. Gloria offered to draft the amendment for counsel to review.

**Program Guidelines.**

*HT APPROVED: At this point in the program there are 12 incomplete or nonresponsive applicants, and 17 people on the wait list. New applications will be added to the waitlist and assistance will be awarded until funds are exhausted.*

Deadline November 10, 2020. Lottery will occur right after to ensure priority preference provided. Applications received after the deadline will be added to the waitlist and assistance will be awarded until funds are exhausted.

## Marketing

- Consider changing our marketing flyer/information so that instead of Merkeisha name and #, the contact info is 211.
- Would doing this ensure MWCD refers people if appropriate to RAFT?
  - \$100M provided by State to RAFT.
  - MWCD's outreach/education can notify HH of two sources of assistance for HH below 50%AMI: ERMA – rental and mortgage assistance and RAFT
- We need to put together a simple to read infographic-y flyer to help HH know about the different resources.
- **Apply here and call 211 to see if there are additional resources available to your household.**  
Outreach email to current recipients letting them know about RAFT
- Begin outreach on Friday – send flyer to schools,

**Drive-up event** on Monday October 26<sup>th</sup> 4-6pm 59 Pearson Road Belmont

The Trust discussed Metro West Collaborative Development's first invoice for the Emergency Rental Assistance Program.

Tomi made a motion that The Housing Trust authorizes the payment of funds to Metro West Collaborative Development (Metro West CD) for the implementation of the Belmont Emergency Rental Assistance Program in the amount of \$149,335. This request is based on the following:

- 1) \$134,535 to enroll and distribute funds for the approved 37 households for three months of assistance beginning 10/1/20;
- 2) \$14,800 for Metro West CD administrative fee for enrolling 37 households in the program.

Rachel Heller seconded the motion. The motion was approved unanimously.

Discussion about verifying the applicant's landlord's name to the Town's public assessor's list. Metro West CD is obtaining a signed agreement and a W-9 from each landlord. There are instances where the public assessor's list does not line up with the landlord name provided by the applicant. In some cases, the public assessor's list is an institution or company not an individual's name. Trust agreed to move forward with Metro West CD's process of obtaining a signed agreement and a W-9 from each landlord.

Special Town Meeting approved the supplement of \$100,000 for the Emergency Rental Assistance Program.

Betsy made a motion that the Housing Trust approve that the town encumber the \$100,000 in a purchase order. Rachel seconded the motion. The motion was approved unanimously.

Discussion about scheduling a drive-in event for assisting applicants with the online document submission process. Suggestion made to schedule the event on Monday, Wednesday, or Thursday during the week of October 26<sup>th</sup> from 4-6pm. Gloria agreed to contact Belmont Housing Authority to confirm which day will work. Jennifer recommended the Housing Trust conduct targeted advertising for the supplement. We agreed to advertise to the Senior Center, Food pantry, and through the Belmont public schools.

At this point in the program there are 12 incomplete or nonresponsive applicants, and 17 people on the wait list. New applications will be added to the waitlist and assistance will be awarded until funds are exhausted.

Housing Trust reviews and votes to approve the minutes.

Meeting adjourns 9:27 a.m.