

Belmont Housing Trust
October 6, 2020
8:30 – 9:30 a.m.
Subcommittee Meeting: Emergency Rental Assistance Program
Meeting Minutes

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DATE: October 6, 2020
TIME: 3:24 PM

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

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 26th 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.