

Housing Trust Subcommittee Minutes  
Emergency Rental Assistance Program  
Remote Meeting  
July 20, 2020

2020 AUG 10 AM 8:50

Attendees: Rachel Heller, Gloria Leipzig, Judie Feins, Betsy Lipson  
Guest: Jennifer van Campen, Metro West Community Development (MWCD)

**Update**

- Gloria emailed Floyd Carman, Town Treasurer, requesting a conversation about process and timing for program funds disbursement. Gloria will include MWCD in the meeting, as necessary.
  - Questions to address:
    - Should Housing Trust member purchase stamps and get reimbursed?
    - Could a town department bulk mail the landlord mailing, then town reimburses that department with Trust funds?
- Judie purchased paper, envelopes and labels (all required supplies except the stamps).

**Reviewed Draft Contract**

- Line edits included word changes for clarification
- "The applicant will also be asked to certify that they do not have access to other resources to cover the rent."
  - Jen notes this is self-certification.
- MWCD prefers online applications and will provide drive- walk- up outdoor opportunity. Logistics questions to resolve:
  - Whether BHA, Town Hall, or Belmont library offers a strong enough wifi to do this outside
  - Which of above locations can provide access to a copier (in Newton 1/3 applicants needed a copier).
- Advertise there will be a lottery if necessary. Applications will be received after the deadline. Newton wanted MWCD to process applicants as quickly as they became eligible. Belmont wants to prioritize <60% AMI. If the Program is oversubscribed by deadline, MWCD will need to do a lottery. This means that MWCD will need to process Belmont in a batch method because it is going to take longer to have every part of applications complete and verified. Aim for October 1 as the first disbursement, or November 1 start if more applications come in after October 1.
- If people have an application pending with RAFT, are they eligible for this funding? Monitoring it is based on applicant's honesty.
  - In the landlord agreement, if they receive excess funds, then they return it to MWCD.
  - Does this mean we set aside those who have applied for RAFT?

- Complete program guidelines. Jen will send Newton's program guidelines for comparison with our program parameters, so that we can modify as necessary.

#### **Estimated Timeline**

|                     |                                    |
|---------------------|------------------------------------|
| July 27             | Marketing starts                   |
| July 27 – August 14 | 3 weeks of marketing               |
| August 14           | Applications due                   |
| August 17-21        | MWCD processes paper applications. |
| October 1           | Initial funds disbursed            |

Meeting minutes submitted by Betsy Lipson, July 20, 2020.