



City of Goshen CDBG-CV3 Short-Term Rent Assistance Program

Eligibility Criteria & Requirements Checklist

The following 3 criteria must all be met to be considered for program:

- Total household income cannot exceed 80% Area Median Income. Current limits are below and are subject to change if updated limits are released.

Household Size	80% AMI	Monthly Income
1 Person	\$39,350	\$3,279
2 Person	\$44,950	\$3,745
3 Person	\$50,550	\$4,212
4 Person	\$56,150	\$4,679
5 Person	\$60,650	\$5,054
6 Person	\$65,150	\$5,549
7 Person	\$69,650	\$5,804
8 Person	\$74,150	\$6,179

- Financial hardship is as a result of the COVID-19 pandemic
- Must be a renter, residing within the City of Goshen, **not** in income-based housing (Housing Choice Voucher or otherwise subsidized) or in a mobile home.

To submit prior to/at time of appointment

- Completed, Signed Application to Program
- Photo ID for each member of the household, except for minor children. [Can be a GRID card or student ID]
- Signed lease reflecting rent amount being requested AND itemized letter from landlord attesting to delinquency
- Documentation verifying financial hardship due to COVID-19 for **at least 1 member** of the household. Examples of such proof can be pay stubs prior to the declared health emergency and current, unemployment statement verifying COVID-19 related reason, statement from employer verifying reduction in hours, wages or lack of workplace policies that adhere to CDC guidelines, an increase of childcare costs due to changes in school calendar/virtual learning, statement from healthcare provider verifying positive test and required quarantine.

- Proof of household income. For employment verification, must have **4 consecutive, most recent paystubs** for each household member over the age of 18.
- Most recent bank statement for **every member** of the household or printout showing current full month's of transactions.
 - For any accounts other than traditional checking or savings, must have recent statement, quarterly statement or bank printout. Printouts must include interest earned on any/all accounts.
- Proof of any public assistance or monies received not from employment for any/every member of the household, regardless of age, including but not limited to TANF, child support payments, unemployment, Social Security and interest from assets applicable to each month of assistance requested.
- Self-certification of income can be considered, only in the event that there is an organizational entity which can attest to the household's certification and source documentation cannot be obtained
- Signed Duplication of Benefits form
- Signed Consent and Release of Information form

To be completed by the landlord

- Completed W-9 form as required by the Clerk-Treasurer's office. This completed form can be dropped off to the Community Development Specialist at the Goshen Annex Building, 204 E. Jefferson St., Goshen, or submitted via email to meaghanbylsma@goshencity.com.
- Itemized statement of amount due
- Communication with staff prior to claim submittal to confirm their contact information, applicant's amount due and that no other assistance has been received.