



TOWN OF OYSTER BAY U.S. TREASURY EMERGENCY RENTAL ASSISTANCE PROGRAM

TOWN OF OYSTER BAY RESIDENTS ONLY

INTAKE FORMS MAY BE ONLY BE SUBMITTED DURING SET SUBMISSION PERIODS
INTAKE FORMS WILL ONLY BE ACCEPTED VIA ONLINE SUBMISSION.
DO NOT HAND DELIVER, FAX OR EMAIL THE INTAKE FORM AS IT WILL NOT BE ACCEPTED.
ONLY 1 INTAKE FORM PER HOUSEHOLD MAY BE SUBMITTED
IF LANGUAGE ASSISTANCE IS NEEDED, PLEASE CALL LIHP AT (631) 435-4710

Frequently Asked Questions (Version 3 as of 9/21/22):

WHAT IS THE EMERGENCY RENTAL ASSISTANCE PROGRAM (the “Program”)? The Program is intended to assist renters residing in the Town of Oyster Bay (the “Town”) who are struggling to pay their rent and utilities/home energy costs during or due to the coronavirus pandemic. Only residents of the Town of Oyster Bay (including all Villages) are eligible. Please note: residents of the City of Glen Cove are not eligible.

WHAT DOES THE PROGRAM COVER? Funds can assist with the following:

- Rent arrears*
- Current rent and prospective rent
- Current costs and arrears for Utilities and Home Energy Costs
- Other expenses related to housing (amounts paid by the household for relocation expenses, which may include rental security deposits, certain hotel/motel expenses, rental fees and/or application or screening fees) if a household has been temporarily or permanently displaced due to the COVID-19 outbreak.

*Certain hotel/motel expenses may be covered as rent if all other Program Guidelines are complied with. Only standard room occupancy charges will be allowed and may include taxes but the cost of the hotel or motel stay will not include expenses incidental to the charge for the room such as food, phone, etc.

HOW MUCH MAY BE COVERED? Assistance may be provided for up to 18 months of payments, subject to program restrictions. There is no cap on the amount and amounts may include the full amount of both rental payments and utility payments. However, the amount of prospective payments is limited to 3 months and must be necessary to ensure housing stability. In addition, under certain circumstances, prospective payments may be paid if existing arrears have been paid first. ALL AWARDS ARE SUBJECT TO THE AVAILABILITY OF FUNDS. A REQUEST FOR ASSISTANCE DOES NOT GUARANTY PAYMENT OF THE AMOUNT REQUESTED AND THE RIGHT TO AMEND OR ADJUST THE REQUEST FOR ASSISTANCE BASED UPON AVAILABLE FUNDING IS EXPRESSLY RESERVED.

WHAT PERIOD IS COVERED? The program will cover arrears and costs accrued on or after March 13, 2020.

WHO MAY QUALIFY? Eligible residents must be able to answer **YES** to each of the following four questions:

1. Do you live in the **Town of OYSTER BAY** as your primary residence? **YES**
2. Is your annual household income at or below 80% of the U.S. Department of Housing & Urban Development's Area Median Income (AMI) based on either (1) your household income for 2020 or (2) your current 2021 income? **YES**
3. Are you at risk of homelessness or housing instability? (e.g. past due utility or rent notices) **YES**
4. Does at least one member of your household meet at least one of the following four criteria, arising during or due, directly or indirectly to the coronavirus pandemic: **(YES - to at least one question below)**



- You or a household member is eligible to receive unemployment
- You or a household member have a reduction in household income
- Your household has incurred significant costs
- Your household has incurred financial hardship

WHAT ARE THE INCOME GUIDELINES? Households cannot have gross income that exceeds the amounts set forth below based upon household size. Income limits are subject to change.

Household Size	80% Maximum Income	50% Maximum Income*
1	\$ 72,750	45,500
2	\$ 83,150	52,000
3	\$ 93,550	58,500
4	\$103,900	64,940
5	\$112,250	70,150
6	\$120,550	75,350
7	\$128,850	80,550
8	\$137,150	85,750

WHO CAN APPLY? Tenants may apply directly. Landlords may also apply directly. If the landlord applies, the tenant must agree to participate and submit required documentation. If a tenant applies, the landlord will be requested to participate. Utility/home energy companies cannot apply directly. If a tenant requests assistance with utility/home energy cost arrears, LIHP will reach out to the provider and the provider will be requested to agree to participate and submit required documentation.

HOW DOES IT WORK? Generally, there are several steps in the process. **First**, applicants must submit an Intake Form to LIHP. No documentation is required to be submitted with the Intake Form. **Second**, LIHP will contact the applicant who will be required to submit a Formal Program Application and required documentation. **Third**, LIHP will then review all documentation, household income and Program qualifications, and make a determination of eligibility and need. During this process, additional information may be required to be submitted.

WHO IS PAYMENT MADE TO IF ELIGIBLE ? If the landlord or utility provider agrees to participate, then payment can only be made directly to the landlord or the utility/home energy provider. If they do not agree to participate, payment can be made directly to the tenant. Under some limited circumstances, “other housing related expenses” may be paid directly to the tenant. LIHP will outreach to the landlords and utility/home energy providers to attempt to secure their participation. Tenants are encouraged to do the same.

HOW TO APPLY? To secure a place on the waitlist, and begin the process of eligibility for the Program, an **Intake Form** must be submitted to LIHP within the time required. Intake Forms will be accepted, and households will be reviewed, on a **first-come first-served basis (subject to priorities as set forth below)**.

WHERE TO APPLY? Intake Forms will be available in English and Spanish. Intake Forms may be submitted online only at <https://www.lihp.org/TOBerapintake.html> (for the English version) and <https://www.lihp.org/TOBerapintake-SP.html> (for the Spanish version).

To ensure accessibility and provide assistance, locations have been established at the following sites for applicants to utilize computer facilities to submit documentation. Staff will be available to assist and appointments must be made by calling the number below.

Locations: Vision Long Island
100 Duffy Avenue
Suite 513
Hicksville, NY 11801
(516) 654-6928
rental@visionlongisland.org

WHERE CAN I GET ADDITIONAL INFORMATION? You may contact LIHP’s Call Center at (844) 260-7541 for assistance. You may also contact LIHP at OysterBayERAP@lihp.org with any questions or visit the LIHP website at <https://www.lihp.org/TOBerapintake.html> (for the English version) and <https://www.lihp.org/TOBerapintake-SP.html> (for the Spanish version) for more information

WHAT IF I REQUIRE LANGUAGE ASSISTANCE OR TRANSLATION SERVICES?

Intake Forms are available in English and Spanish. Paper copies of Applications are also available in Spanish. If language assistance is required, please contact LIHP at (631) 435-4710 and you will be assisted.

WHAT IS THE PERIOD TO SUBMIT AN INTAKE FORM? Intake Forms may only be submitted beginning 9:00 am on February 15, 2022 and ending 5:00 pm on May 13, 2022. Intake Forms received after such date will be ineligible.

WHO WILL RECEIVE PRIORITY FOR CONSIDERATION?

Households who meet the following criteria will be afforded a priority: (1) households with incomes at or below 50% HUD AMI or (2) households with one or more members who have been unemployed for more than 90 days prior to their application.

WHAT GENERAL DOCUMENTATION IS THE TENANT REQUESTED TO SUBMIT?

Tenant will be requested to submit the following documentation for formal Program review following submission of an Intake Form (**TENANTS SHOULD START GATHERING SUCH DOCUMENTATION**):

- 1) Formal Program Application (completed and signed by all household members age 18 and over);
- 2) Copy of the executed lease or rental agreement (if one exists);
- 3) Copy of a valid driver's license or photo ID issued by a government entity for all household members age 18 years or older
- 4) Copies of past due rent and eviction notices, if applying for rent arrears;
- 5) Copies of past due utility notices, if applying for Utility and Home Energy Cost arrears
- 6) Income documentation as set forth below.

NOTE: If no written lease is available (e.g. tenant is on verbal month-to month), then the rental obligation and residency must be documented by alternate means which may include a self-attestation.

WHAT INCOME DOCUMENTATION IS THE TENANT REQUESTED TO SUBMIT?

Households must also provide documentation of household income. Households may choose either the 2020 Annual Income Option (as set forth below) or the Current Monthly Income Option (as set forth below) to demonstrate household income. Households must submit the documents that correspond to the option they've selected. In certain situations, LIHP may rely upon the household's self-attestation of income.

Option #1: 2020 Annual Income Option

- Signed 2020 IRS Form 1040 or receipt for E-filed 2020 IRS Form 1040 for all household members 18 years of age and older
- 2020 W-2 Form and Form 1099
- Schedule C (if self-employed)
- Documentation to support income received in 2020 such as copies of unemployment benefits, social security, public assistance budget, alimony, child support, pensions, disability, retirement funds, self-employment and income from rental property
- Form 1099G for unemployment benefits received for 2020
- Full time student verification, for household members age 18 and older with income

Option #2: Current Monthly Income Option

- Two most recent month's pay stubs or wage statements for all household members 18 years of age and older
- Two most recent monthly bank statements for all household members 18 years or older
- Documentation to support income received during the most recent two-month period including interest statements, income from self-employment, unemployment benefits, social security, public assistance budget, alimony, child support, pensions, disability, retirement funds, and income from rental property
- Printout of unemployment benefits from the NYS Department of Labor for all household members age 18 and older
- Full time student verification, for household members age 18 and older with income

WHAT GENERAL DOCUMENTATION IS THE LANDLORD REQUESTED TO SUBMIT?

Landlords are requested to submit the following documentation following receipt of an Intake Form:

- 1) Formal Program Application (completed and signed)
- 2) Copy of the executed lease or rental agreement (if one exists)
- 3) Copy of the Deed or leasehold interest for the premises

- 4) Copy of current municipal property tax bill, if available.
- 5) Copies of past due rent and eviction notices
- 6) A rent ledger, if available
- 7) If landlord utilizes a property management company, and indicates that the management company is authorized to represent the landlord for the Program, then landlord must provide a copy of the valid agreement with such property management company.
- 8) IRS W-9 Form (signed and completed)

WHAT GENERAL DOCUMENTATION IS THE UTILITY/HOME ENERGY PROVIDER REQUESTED TO SUBMIT?

If a household is applying for utility/home energy arrears assistance then the provider will be requested to submit the following documentation:

- 1) Participation Agreement (completed and signed)
- 2) Copies of past due arrears notices
- 3) IRS W-9 Form (signed and completed)

THE FREQUENTLY ASKED QUESTIONS ARE UPDATED PERIODICALLY AND ARE AVAILABLE ON LIHP'S WEBSITE.