



Housing Retention Program

The City of Berkeley's Housing Retention Program provides grant assistance to help pay back rent to prevent Berkeley residents from being evicted. Grants are available to households that meet the eligibility criteria below. Submitting an application does not guarantee financial assistance. The application will be reviewed closely and will only be approved if every requirement is met and supporting verifiable documentation is provided.

Eligibility Requirements

- Berkeley residents who are at imminent risk of losing their permanent housing.
- Income must be verified by documentation from a third party.
- Rent cannot exceed 80% of applicant's (household's) income.
- Household requesting assistance must have a signed rental agreement. If not, lease holder must submit documentation verifying applicant's tenancy and monthly rent.
- Monthly income must support monthly expenses.
- Grant must prevent an eviction.
- Households that have received a Housing Retention Grant in the past are required to participate in case management with the participating referral agency, to include a budget management session.
- Meet one or more of the following requirements and provide supporting documentation verifying below criteria.
 - ❖ Decrease in income
 - ❖ Unexpected medical and/or disability expenses paid without credit.
 - ❖ Fleeing domestic violence
 - ❖ Work-related vehicle expense (vehicle is required for the job supporting documentation from employer may be required)

Maximum Amount of Grant

- Approved households can receive up to \$1,500 as a one-time grant.
- No more than 6 months of arrears
- Amount requested must be supported by related decrease in income or unexpected verifiable expense.

Documentation needed for Application

- Completed Application
- Picture ID or Social Security Card for all household members older than 18.
- Verification of Current Income for all income included in the budget sheet.
- A dated Notice of Eviction from landlord stating amount owed for back rent. A 3-day notice of eviction is recommended. The Notice of Eviction must be dated in the current month.
- Rental Agreement or Lease. If applicant is not on the lease, the lease holder must submit a signed dated letter indicating applicant's portion of the rent and rent due. If Section 8 Housing or Shelter Plus Care, copy of Housing Assistance Payments (HAP) Agreement.

- W-9 Form (Tax I.D.) signed by landlord
- Proof of Building Ownership is needed if not a BHA property
- Documentation showing decrease in income, unexpected medical/disability expense, fleeing domestic violence, or work-related vehicle expense.
- You may be asked to provide additional documentation to support your application for financial assistance.

Agency Referral Process

If you are a client of one of the following agencies, please contact your case manager/advocate to receive additional information regarding the agency's rental assistance application process. See back side for additional referral sources and City of Berkeley contact information.

- ***City of Berkeley Public Health Nurses***
- ***LifeLong Medical Care - (Client for at least 3 months at Over 60 Health Center, Berkeley Primary Care Access Clinic, West Berkeley Family Practice, and Supportive Housing Sites)***
- ***Rubicon Employment Programs Inc.***
- ***Toolworks, Inc. (Tenants of Satellite Affordable Housing Associates Properties)***

If you've answered Yes to the eligibility questions, but are NOT a client at one of the above agencies, you may be eligible to apply at one of the below agencies if you meet the agency's additional eligibility criteria (see below). If you are eligible to get help at one of the below agencies, please contact them to get additional information about the application process.

Women's Daytime Drop In Center - Contact: 548-2884

- Female head of household.

City of Berkeley – Family Youth and Children Services - Contact: 981-5280

- Household with a child, age 0-24, who is experiencing significant emotional distress or has experienced mental health issues in the past.

City of Berkeley – Aging Services Division/Senior Centers - Contact: 981-5200

- Adults 55 years of age and older.

If you meet the eligibility criteria above but don't meet any of the Agency criteria listed above, please contact:

East Bay Community Law Center at 548-4040.