



**TOWN OF TRUCKEE
RESIDENTIAL EMERGENCY RENTAL ASSISTANCE
PROGRAM GUIDELINES**

FUNDED BY:

Town of Truckee

APPROVED BY:

**Jeff Loux, Town Manager
April 30, 2020**

1.0 General

On March 4, 2020, the Governor declared a State of Emergency in California due to the threat of Coronavirus Disease 2019 (“COVID-19”), and on March 4, 2020, the Nevada County Board of Supervisors and Department of Public Health declared a public health emergency in Nevada County due to COVID-19, and on March 10, 2020, the Town Council declared a local emergency due to COVID-19.

The Town has been impacted by the COVID-19 pandemic, with visitation to Truckee dramatically reduced, school closures implemented, and employees advised to work at home, resulting in significant declines in restaurant and retail business, workers being impacted by lost wages and layoffs and parents having to miss work to care for home-bound school-age children.

Many tenants have experienced sudden loss of wages caused by the effects of the COVID-19 which, in turn, is impacting their ability to pay rent. The goal of the Residential Emergency Rental Assistance Program (“Program”) is to help these unemployed or underemployed workers maintain their place of residence by assisting them to pay one month’s rent.

This Program provides one-time assistance and is not intended or designed to be a continuing program or source of assistance. The terms of this program may be amended, or the program itself eliminated, at any time without notice.

2.0 Eligible Applicants

Eligible applicants are workers who live within the Truckee Town Limits and, have lost wages or been laid off due to the impacts of COVID-19. The applicant must provide proof of their physical address. The applicant must demonstrate their work hours have been reduced or they have been laid off due to the impacts of COVID-19.

The applicant’s address must be their primary residence and must be located within the Truckee Town Limits. Note: Short term rentals, vacation rentals, dwellings outside of Truckee, etc. are not eligible.

Eligible applicants must be listed on their rental/lease agreements by name. The application requires that the names of all adults on the rental/lease agreement be listed on the application and that each adult household member sign the application.

Eligibility for the Program includes the applicant’s total gross household income was at or below 150% AMI (area median income) by household size prior to the COVID-19 pandemic. Maximum annual household incomes for the Program are:

Annual Gross Maximum Household Income 150% AMI								
Household Size	1	2	3	4	5	6	7	8
	\$89,235	\$102,150	\$114,900	\$127,650	\$137,850	\$148,050	\$158,250	\$168,525

The Program is not intended for residents who have cash assets (such as savings accounts) that could be utilized to pay their rent

Eligible applicants are those workers that whose income is derived from gainful employment and have been impacted by COVID-19 becoming either under employed or unemployed.

3.0 Financial Assistance

The amount of assistance is up to the dollar amount of one month's rent, not to exceed \$2,000. No late fees will be paid by the Program.

The financial assistance from the Program will be provided one time per physical address.

The Town of Truckee desires to assist as many applicants as possible. When completing the application applicants are asked to state the amount of assistance needed (up to one month's rent). For example if your income has been impacted by COVID-19 but you are able to pay a portion of your rent, request only what you need. This will enable limited funding to serve a greater number of residents.

All payments will be made to the property owner or property management company listed in the application. Under no circumstances will payments be made directly to the applicant.

4.0 Application Process

Due to the COVID-19 Stay at Home Order applications will be accepted only electronically and should be submitted to the Town of Truckee at:

housing@townoftruckee.com

The subject line should state:

Rental Assistance

No applications will be accepted via mail, fax or in person.

Applications will be processed on a first-come-first-served basis until funding is exhausted. The date/time on the completed electronically submitted application will determine order of processing.

Documents to be submitted:

1. The completed, signed and dated Town of Truckee Emergency Rental Assistance Application Form. (Applications are to be completed and signed electronically.)
2. A copy of the rental/lease agreement that includes the date, monthly rent, the applicant(s) name(s) and the name and address of who the rent is paid to.

Applications must provide all information requested on the application form. Incomplete applications will not be processed and will be returned to the applicant. If an application is returned due to incomplete information the applicant must re-submit the entire application and required attachment.

Copies of the required rental/lease agreement will be accepted electronically scanned or photos of the documented are acceptable. Applicants may contact their property manager for an electronic copy of the rental/lease agreement, or take electronic photos of the agreement, or take the document to a copy

center to scan the agreement. In Truckee The Office Boss has scanning services available (the cost to be paid by the applicant).

All information provided by the applicant(s) is subject to verification by the Town of Truckee.

5.0 Applications Declined

Applications received whose household income exceeds the maximum income limit by household size will be declined. Applications received from applicants who do not physically reside in the Truckee Town Limits will be declined. Declined applicants will be notified via email that their application has been declined. If declined assistance from the Program the applicant(s) may appeal. Appeals must be submitted within seven calendar days via email to the Town of Truckee, Housing Program Manager at housing@townoftruckee.com. The Housing Program Manager has seven days to respond to the appeal. The Town of Truckee's decision is final.

The Town of Truckee is an equal opportunity provider of services and programs and will not discriminate against any applicant on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran.