

Rental Assistance for Income Restricted Housing

November 30, 2020



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How Emergency Rental Assistance Programs Have Changed

- Rental assistance programs funded under the CARES Act have been consolidated (HousingHelp/Safe Harbor)
- **Previously:** Several programs with different applications and eligibility requirements.
- **Moving Forward:** One program administered by partners with same application and eligibility criteria.
- Streamlined, reduce administrative burdens, get funding out more quickly.



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Changes *cont.*

- No longer need to demonstrate financial hardship is COVID related.
- Tenants self-attest to income and lack of required resources to cover rent.
- No longer a cap on the dollar amount of eligible rental arrearages.
- Number of months of eligible rental arrearages has been increased.
- Assistance is now available for one “forward” month of assistance.



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Rental Assistance for Income-Restricted Developments

- Further streamlines process by working directly with income-restricted developments to address rental arrearages of low-income tenants with batch payments of rental assistance to property owners/ managers.
- www.rihousing.com/housinghelp-dev/



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Eligible Developments

- Affordable rental developments with income restrictions of 80% AMI or lower that agree to the program conditions.

80% Area Median Income Limits - FY2020	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
<i>Barrington, Bristol, Burrillville, Central Falls, Charlestown, Coventry, Cranston, Cumberland, East Greenwich, East Providence, Exeter, Foster, Gloucester, Jamestown, Johnston, Lincoln, Little Compton, Narragansett, North Kingstown, North Providence, North Smithfield, Pawtucket, Providence, Richmond, Scituate, Smithfield, South Kingstown, Tiverton, Warren, Warwick, West Greenwich, West Warwick, Woonsocket</i>	\$48,750	\$55,700	\$62,650	\$69,600	\$75,200	\$80,750	\$86,350	\$91,900
<i>Westerly, New Hopkinton & Shoreham</i>	\$50,050	\$57,200	\$64,350	\$71,500	\$77,250	\$82,950	\$88,700	\$94,400
<i>Newport, Portsmouth & Middletown</i>	\$54,950	\$62,800	\$70,650	\$78,500	\$84,800	\$91,100	\$97,350	\$103,650



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Eligible Tenants

- Tenants who are not currently receiving project or tenant-based rental assistance.
- Have a household income at or below 80% of Area Median Income.
- Have rental arrearages for any period between March 2020 and December 2020.
- Other than rental arrears, are in compliance with the terms of their lease.



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Program Requirements

- Property owners/managers **MUST** agree to the following conditions:
 - ALL eligible tenants in a participating development who have rental arrearages for any period between March 2020 and December 2020 but are otherwise in compliance with the terms of their lease **MUST** be offered assistance;
 - Property owner/manager will waive any outstanding late fees or other nonpayment penalties that participating tenants have accumulated since March 1, 2020;



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Program Requirements *cont.*

- Property owner/manager will forbear from sending a rental demand notice; charging new fees or penalties for late payment; sending a notice of termination of tenancy; or filing an eviction complaint for 90 days after first of the month in which the final rental payment was paid by HousingHelp RI/Safe Harbor, unless for non-compliance with the lease agreement other than nonpayment of rent.
- If Eviction Complaint has been filed for nonpayment: landlord/property manager agrees to dismiss the case and authorizes HousingHelp RI/Safe Harbor to notify District Court of RI that landlord has agreed to dismiss eviction case and the court file sealed.



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Application Process

- Developments will receive an email with a very brief application to complete



HousingHelp RI/Safe Harbor Rental Assistance

Online Application Form: Property Owners/Managers of
Affordable Housing Developments

Please provide the following details for all developments that will
be participating in the HousingHelp RI/Safe Harbor Rental
Assistance Program.

Property Owner/Manager Name: *

Organization Name: *

Address: *

Phone Number: *

Email Address: *

Developments that will be participating: *

Upon submission of this form, you will receive an email instructing you how
to create an online account and upload the required information.

You will need to upload the following into the online portal:

- W-9, bank account information and proof of ownership for

Setting up an Account

- After submitting the application, you will receive an email with instructions on how to set up an online account and upload the required documentation.
- If requesting assistance for more than one development, you will receive a separate email with a registration code for each development.
- *Please check junk mail if you have not received an email within 48 hours of submitting your application.*



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Setting up an Account *cont.*

Landlord Portal Registration

🚩 (cshavers@moc.gnisuohir.z)

To: you [Details](#) ▼

Landlord_Invite_61696_5.pdf (401 KB)

Dear Minnie Mouse Mickey Mouse LLC,

We invite you to register for our online portal. You can use this portal to:

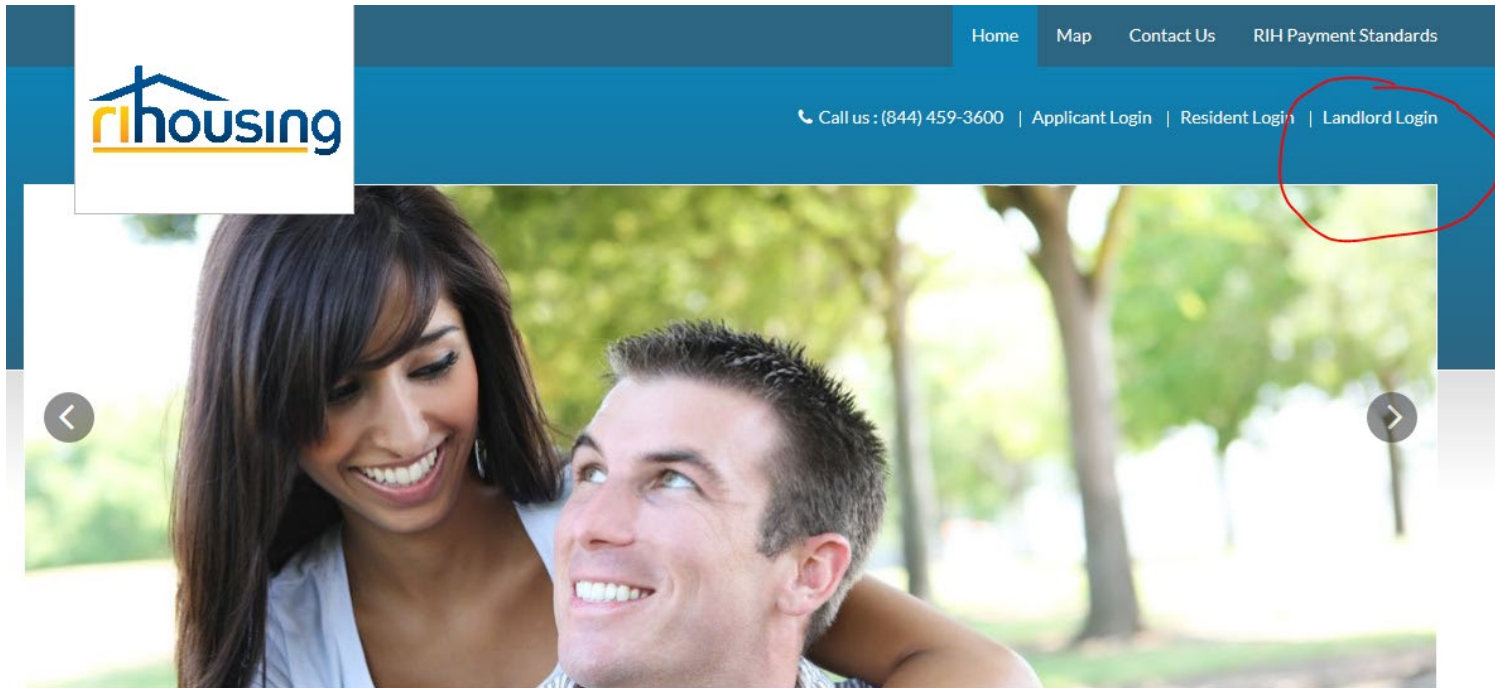
- Update your bank account information.
- View your ledger.
- Update your contact information.

To register, go to the website and use the registration code provided in the attached letter.

Sincerely,
Rhode Island Housing

Setting up an Account *cont.*

- Click on link to register.



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Setting up an Account *cont.*

Landlord Login

If you are an existing user, please enter your email and password below.

To create your account, please select "Click here to register". For questions or concerns, please contact [\(401\) 457-1288](tel:4014571288).

Email

Password

☐ Remember Me

Login

[Click here to register](#)

[Forgot password?](#)

Setting up an Account *cont.*

Landlord Registration

This registration page is for first time landlord registration only. If you are already registered for RENTCafe and you are trying to gain access to your properties, please contact your administrator.

Enter Your Registration Code

Go

Already registered? [Click here](#) to log in


Setting up an Account *cont.*

Personal Details

First Name*

Last Name*

Tax ID/SSN**

Phone (Mobile)*

NOTE: Enter
999999999 under
"Tax ID/SSN"



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Setting up an Account *cont.*

Account Information

Account Nickname

Email Address*

Confirm Email Address*

Password*

Confirm Password*

Verification expired. Check the checkbox again.

☐ I'm not a robot

☐ I have read and accept the [Terms and Conditions](#)

Register

Be sure to use the same email address for the registration as you did when submitting the application.



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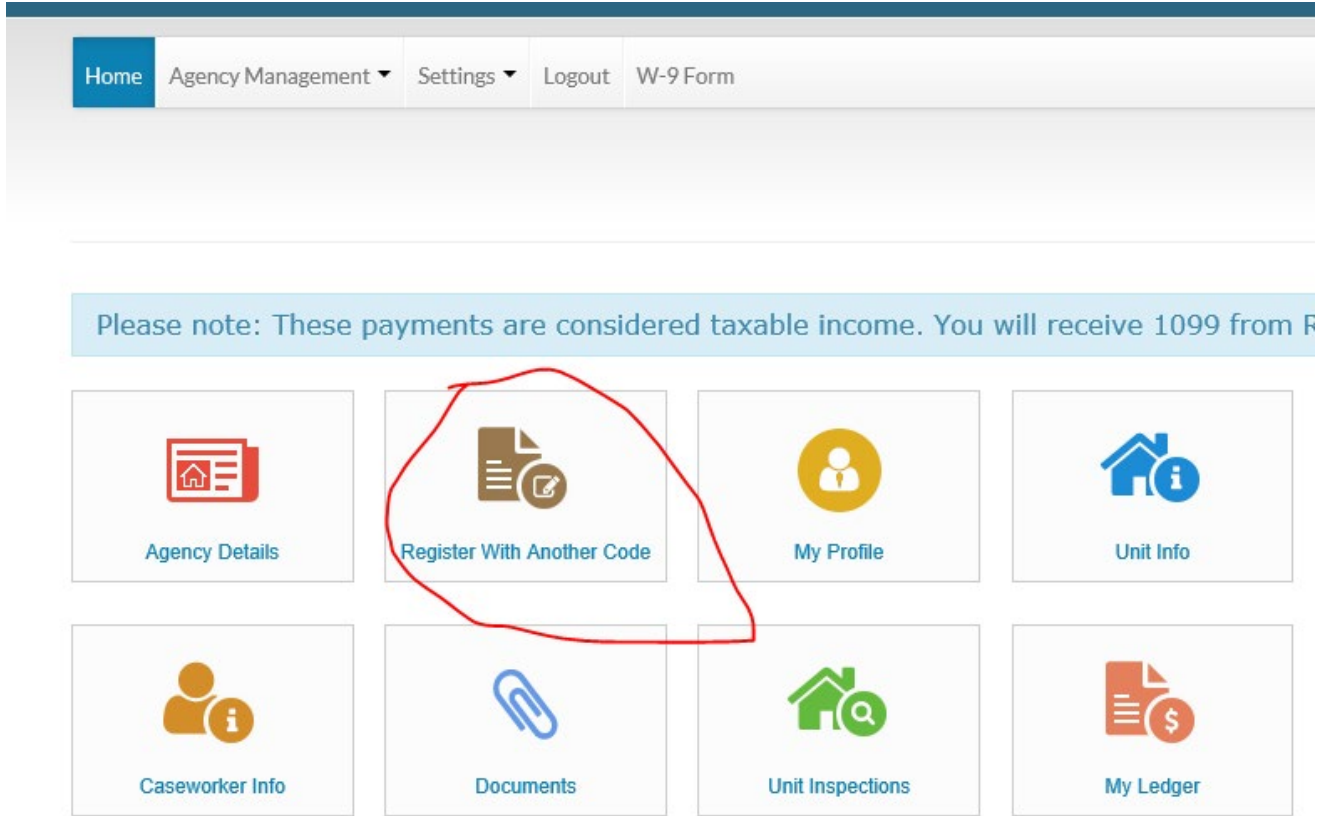
Setting up an Account *cont.*

The screenshot shows the HousingHelpRI user dashboard. At the top is a navigation bar with links: Home, Agency Management, Settings, Logout, and W-9 Form. Below this is a light blue informational banner that reads: "Please note: These payments are considered taxable income. You will receive 1099 from RIHousing for tax purposes." The main area contains a grid of 13 icons, each with a label: Agency Details, Register With Another Code, My Profile, Unit Info, Caseworker Info, Documents, Unit Inspections, My Ledger, Income Limits, Unit Holds and Abatements, Appointment Scheduling, EFT Setup, and W-9 Form. To the right of the grid is a "QUICK LINKS" section with a dropdown menu labeled "I want to:" showing "Update Contact Information" and a "Go" button.

Once you have registered, you will be brought to the landlord home page.



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If you are submitting information on multiple developments, click on 'Register with Another Code' to set up sub accounts for each development.



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Setting up an Account *cont.*

Register With Another Code

Use this screen to register your landlord account with another housing agency or register multiple accounts with the same agency. After you register, you can access all your records using a single account and login information. Enter the new registration code to get started.

Enter Your Registration Code

2707-LV0000662

Go

Account Nickname

Last Name*

Last Name

Tax ID/SSN**



Email Address*

YourEmail@Example.com

Confirm Email Address*

YourEmail@Example.com

Phone (Mobile)*

(555) 555-5555

☐ I have read and accept the [Terms and Conditions](#)

** Data in these fields will be validated against information available with RIHousing

Register

The registration code for specific developments should have been emailed to you after you submitted your application.

Uploading Documents *cont.*

Toggle between accounts to upload documents for different developments.

Home Agency Management Settings Logout W-9 Form

Documents

My Account MICKEY C/O MINNEY MO - 2707-LV0000662

Documents Upload Documents

Document				
Upload documents.	Upload	Scan		



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Setting up Direct Deposit

On the Home page, select 'Agency Management' tab to set up Direct Deposit

[Home](#) [Agency Management ▾](#) [Settings ▾](#) [Logout](#) [W-9 Form](#)

EFT Setup

Use this screen to edit your EFT (electronic funds transfer) bank account information. A valid EFT account is required to receive direct deposit. In order for your EFT setup request to be approved, you must have uploaded a voided check via the Documents menu.

Add Bank Account

No information available

Setting up Direct Deposit *cont.*

Add Bank Account



Account Name

Joe Smith
1234 Anystreet Court
Anycity, AA 12345 1234

Pay to the order of _____ Dollars

Bank Anywhere
123456789 123456789123 1234

Routing Number Account Number Check Number

Account Name

Bank Name

Routing Number (9 digits)

Account Number (3-17
digits)

Account Type

Checking Account ▼

Save

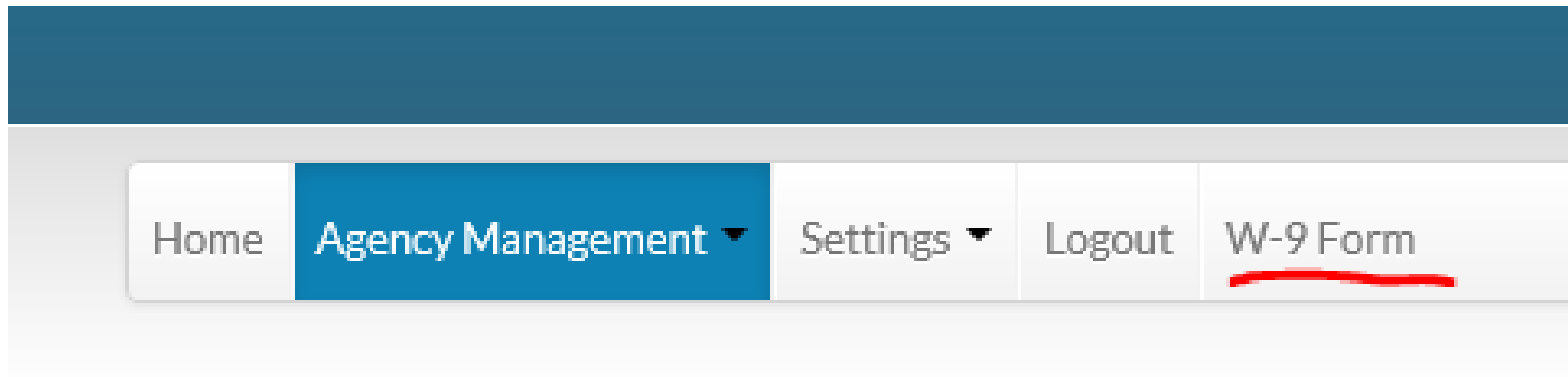
Enter bank account
information.



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Setting up Direct Deposit *cont.*

Go to the W-9 tab on the home screen to download a fillable W-9 form, which you must save to your computer and then upload with other required documents.



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Uploading Documents

- Go to 'Agency Management' tab on home screen to upload documents.
- All required documents except for the W-9 can be found on the RIHousing website:

www.rihousing.com/housinghelp-dev/

Documents

Documents

Upload Documents

	Document	
	Upload documents.	<input type="button" value="Upload"/>

Required Documents

- ***For landlords:***

- Landlord W-9
- Landlord bank account information including a canceled check (or letter from bank confirming account info)
- Certification of compliance with program requirements
- Excel spreadsheet of tenants being assisted



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Required Documents *cont.*

- ***For tenants:***

- Government issued ID to verify residency (Driver's license, passport, state issued ID, municipality/city issued ID)
- Self certification of income if their income is now below 80% AMI but was higher than 80% AMI for their last income certification



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Staff Follow-up

- RIHousing staff will follow up with property owners, managers and tenants as needed to secure required documentation.
- Payment will be made by direct deposit within 10-15 days of receipt of all required documentation.



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Questions?

For more information contact Adriana De La
Cruz, 401-457-1238 or
adelacruz@rihousing.com



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