

# CDBG/CARES COVID-19 RENTAL ASSISTANCE PROGRAM

This program is being administered by the City of Waltham Housing Division with funding provided by the Community Development Block Grant Program through the federal CARES Act. The Federal Coronavirus Aid, Relief and Economic Security (CARES) Act, passed in March, is intended to help people hurt economically during the pandemic.

**Applicants must be Waltham residents and provide proof of residency.**

**Applicants must provide a LATE RENT NOTICE from the landlord or a copy of an EVICTION NOTICE.**

Renters must show proof of the loss of their income due to reduced work hours/wages after March 1st because of COVID-19. Evidence of Reduced Income – provide one of the following:

- A second paystub showing reduced hours
- a lay-off notice from your employer
- multiple month's bank statements
- notices from Unemployment Assistance
- statement from employer stating reduction in hours

Applicants who are behind in their rent can receive up to six months of rent payments. Applicants who have received Cares funding previously will be limited to a total that is not more than six months of rent.

Household income must be no more than 80% of the area median income per HUD as indicated in the table below.

## 2021 HUD Income guidelines for the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area

Area median Income	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
80%	\$78,300	\$89,500	\$100,700	\$111,850	\$120,800	\$129,750	\$138,300	\$147,650

## STEPS TO APPLY

1. Complete the **application** and submit with all adult household income documentation.
2. You must have the landlord complete the Landlord Verification form and W-9 form and submit them with your application.
3. **Incomplete applications will not be processed.**

4. Applicants will be notified within 5 business days if their application is complete or not.
5. Once a household is determined eligible it can take 14-21 days for a landlord to receive payment.

## APPLICATION SUBMISSION INSTRUCTIONS

Applications may be submitted to the program through one of the following ways:

**Online at:**

<https://app.smartsheet.com/b/form/e809b8f9ec2f49eb9acb34ad24435354>

You can upload all necessary documentation. The online application is recommended.

**Email:** [housingapplication@city.waltham.ma.us](mailto:housingapplication@city.waltham.ma.us)

**Fax:** (781) 314-3385

**Regular U.S. Mail:**

City of Waltham  
Housing Division  
25 Lexington Street  
Waltham, MA 02452

You can also use the Gray Mailbox that is behind City Hall at 610 Main Street that is for City Business. You do not need stamps to use this mailbox. Mark your envelope Housing Division.

## QUESTIONS?

Please contact the Housing Division at (781) 314-3380. The Housing Division will be happy to answer any questions you may have regarding the program and how to provide complete information.