

Public Health Management Corporation COVID-19 Shallow Rent Emergency Program

The Philadelphia Department of Public Health, AIDS Activities Coordinating Office (AACO) will pay for rental costs with CARES funding over a specified number of months to assist persons living with HIV (PLWH) who have been impacted by COVID-19 and related loss of income or increase in expenses. Eligible applicants are PLWH currently occupying unsubsidized rental units in the Philadelphia Eligible Metropolitan Area (EMA) that includes Bucks, Chester, Delaware, Montgomery and Philadelphia counties in PA and Burlington, Camden, Gloucester and Salem counties in NJ. Applicants do NOT have to be diagnosed with COVID-19. This program will be administered by the Public Health Management Corporation (PHMC) in coordination with their existing Emergency Financial Assistance (EFA) program. Payments cannot be made directly to approved applicants and will be made to the landlords of the rental units.

PROGRAM GUIDELINES

Type of assistance:

- The first grant may cover up to three (3) months of forward rent, not to exceed \$3,000 for the three (3) month period. Please note that mortgage payments are NOT covered under this program.
- **If funding is available**, approved applicants will be reassessed prior to the end of the initial three (3) month assistance period and may be eligible for additional payments of up to \$3,000 for an additional three (3) month period not to exceed to \$6,000 in assistance over the course of a six month period.

Eligibility:

Applicants must:

- Rent an apartment or house in the EMA
- Have a valid and current written lease signed by the landlord
- Have a current copy of the Ryan White certification card
- Be actively enrolled in HIV medical case management
- Have a gross household income not to exceed 500% of FPL
- Certify that they are experiencing a COVID-19 related loss of income or increase in expenses
- May not live in public housing or receive any other public rent assistance (e.g., HOPWA, Section 8, etc.)

Undocumented applicants are eligible to apply for funds.

For 2020, 500% of FPL is \$63,800 for one person. Add an additional \$22,400 per household member included in the application.

Preference will be given to applicants on the HOPWA waitlist administered by the Philadelphia Office of Homeless Services.

For Philadelphia Residents:

- Landlords must be current in City of Philadelphia taxes, have a rental license, and not have open, dangerous L&I violations.
- Landlords may be given a period of up to one week to obtain a rental license and/or become compliant with the Philadelphia Department of Revenue.

Public Health Management Corporation
COVID-19 Shallow Rent Emergency Program

- PHMC will verify whether there is a rental license, whether the property is tax compliant, and whether the property has any open L&I violations.

Documentation:

Applicants must submit:

- A completed application including the signed and dated Consent for Service form and Affidavit. **If the applicant is unable to sign, the form can be signed by the housing counselor or medical case manager.** The date and time of the applicant's verbal consent must be documented in the applicant's records at the agency as well as on the form. The form, along with the application, should be kept on file at the agency
- Copy of their lease signed by landlord and tenant
- Proof of Ryan White certification
- A form of photo identification
- Scanned documents are allowed if legible
- Applications must be submitted by the assigned medical case manager or staff at an AACO-funded agency

Landlords must:

- Ensure units are maintained up to local code
- Submit a signed "Landlord Agreement and Acknowledgement Related to the COVID-19 Shallow Rent Emergency Program" to the Medical Case Manager or Housing Counselor (HC)
- Abide by the stipulations delineated in the "Landlord Agreement and Acknowledgement Related to the COVID-19 Shallow Rent Emergency Program"

If approved, a completed ACH form will be requested by PHMC so that payment can be made via direct deposit to the landlord.

Recertification and continued support:

- The assigned medical case manager (MCM) or MCM agency staff will recertify approved applicants at least three weeks (and notify PHMC) before the initial 3-month period has ended to determine if they need continued assistance for an additional 3 months.
- **If funding is available**, approved applicants will be eligible for payments of up to \$3,000 for the additional three (3) month period.
- The assigned medical case manager or MCM agency staff will recertify approved applicants every 90 days until they have received six months of rent support or \$6,000 whichever occurs earlier.
- After the initial payment, PHMC may need to obtain additional documentation from the MCM for approved applicants to continue to receive assistance.
- While receiving rent assistance, approved applicants must report any changes in household size or income to their assigned case manager.
- Approved applicants should be evaluated by the assigned medical case manager or MCM agency staff at the termination of the rental assistance to determine whether there is need for a referral to other programs or services.

Public Health Management Corporation
COVID-19 Shallow Rent Emergency Program
Program Implementation

Processing Applications:

- All applications are processed through the Public Health Management Corporation (PHMC). PHMC retains absolute confidentiality regarding all information contained in this application in adherence with PA Act 59.
- Applications must be faxed to 215-985-2099 to the attention of the DEFA Coordinator. Original applications must be kept in applicant's file at the agency. Applications cannot be submitted by regular mail, express mail or personal delivery.
- Applications will be accepted until funds are exhausted.
- Three weeks or more prior to the first 3-month period expiring the assigned MCM will recertify approved applicants and if they are still unable to pay rent, they will receive another payment if funding is available

Processing payments:

- PHMC will process payments to landlords.
- The first payment will be paid within ten business days
- If necessary, PHMC will collect additional income verification information from MCMs for approved applicants over the first 90 days after the first payment is processed.