



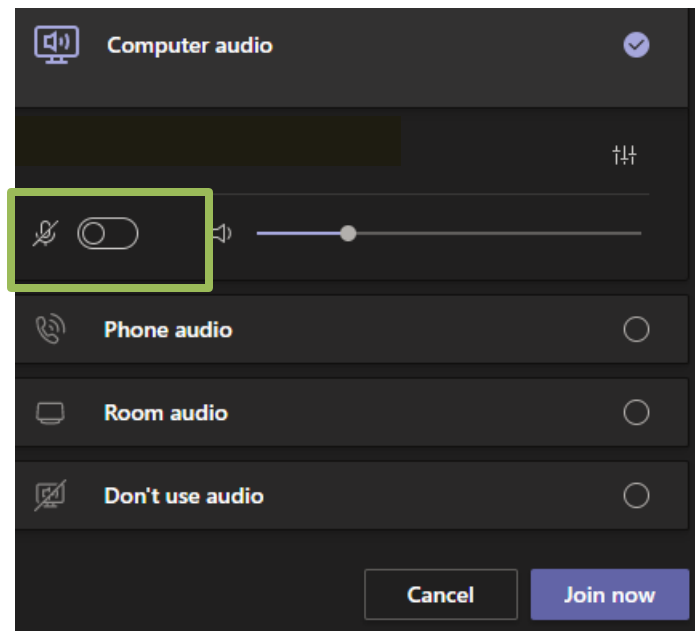
# Owner Contract Updates

February 26, 2021

Last Updated: 2/25/2021

## Please Mute

Please join the meeting muted during the session to keep interruptions to a minimum

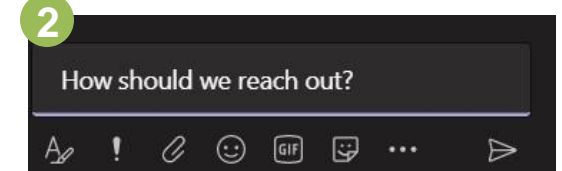
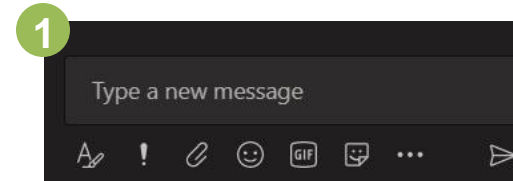


## Engage During Meeting

### I. Teams Chat

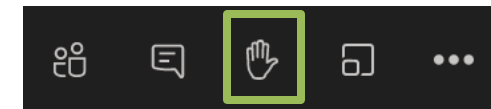
Send a message in the **Teams Chat** panel

1. Type in your **question**
2. Hit Enter



### 2. Questions

- We will be monitoring the Teams Chat for questions
- During the designated checkpoints for questions, **please come off mute** to ask your questions once the moderator calls on you
- You can also use the **raise your hand feature** via Teams and ask your question once the moderator calls on you



# THIS CALL IS BEING RECORDED





# WELCOME

# Our Journey Today

I HOUR



**Welcome & Objective**



**Goals & Objectives**



**New Property Owner Contract Overview**



**Property Owner Contract Document & Guidelines**



**Owner Contract New Guidance**



**Q&A**



**Resources**



**Reminders & Next Steps**



**Wrap Up**

**5 mins**

**45 mins**

**10 mins**

## Purpose



Review the updates to the **RAFT-ERMA Property Owner Contract** to further drive adoption and standardization.

## Goal



Provide RAA staff with guidance to better **support applicants and landlords** and the overall **application review process** with the goal of getting funds out as quickly as possible.

# OWNER CONTRACT OVERVIEW



The RAFT Property Owner contract has been replaced with a new RAFT Award Letter and Property Owner Terms.



The Property Owner **signature is no longer required** on this document.



DHCD has determined that the signature on the owner contract is not essential, and the terms on the contract can be enforced by existing law and notification to owner that acceptance of RAFT funds signifies agreement to these terms.




The changes outlined in the Owner Contract Memo must be implemented no later than February 26<sup>th</sup>.



# NEW RAFT-ERMA AWARD LETTER AND PROPERTY TERM DOCUMENT

## The new **RAFT-ERMA Award Letter and Property Document:**

- Clarifies the breakdown of the RAFT or ERMA award
- Clarifies some legal terms
- Eliminates the signature field
- Communicates to Property Owners that receipt of RAFT or ERMA funds signifies agreement to the terms in the document

 Massachusetts Department of Housing and Community Development

**RAFT/ERMA AWARD LETTER AND PROPERTY OWNER TERMS**

(Insert RAFT/ERMA Agency Name) \_\_\_\_\_  
(Insert RAFT/ERMA Agency Address) \_\_\_\_\_ Date of Award \_\_\_\_\_

Participant Name \_\_\_\_\_  
Participant Address \_\_\_\_\_  
Property Owner Name \_\_\_\_\_  
Property Owner Address \_\_\_\_\_

This letter confirms that the above listed tenant is approved for RAFT or ERMA. (Insert RAFT/ERMA Agency Name) intends to provide the following financial assistance on behalf of the above-named Participant.

Award breakdown (completed by RAA; check "N/A" for not applicable portions)

Move-in Costs (if any)	
Security Deposit	\$ _____ <input type="checkbox"/> N/A
First Month's Rent	\$ _____ <input type="checkbox"/> N/A
Last Month's Rent	\$ _____ <input type="checkbox"/> N/A
<b>SUBTOTAL MOVE-IN COSTS</b>	<b>\$ _____ <input type="checkbox"/> N/A</b>

Arrears (if any)	
<b>SUBTOTAL ARREARS</b>	<b>\$ _____ <input type="checkbox"/> N/A</b>

Other payments to property owner (if any)	
<b>SUBTOTAL OTHER</b>	<b>\$ _____ <input type="checkbox"/> N/A</b>
Please describe: _____	

Future Rent Stipends (if any)	
Month: _____	Amount: \$ _____ <input type="checkbox"/> N/A
Month: _____	Amount: \$ _____ <input type="checkbox"/> N/A
Month: _____	Amount: \$ _____ <input type="checkbox"/> N/A
Month: _____	Amount: \$ _____ <input type="checkbox"/> N/A
Month: _____	Amount: \$ _____ <input type="checkbox"/> N/A
Month: _____	Amount: \$ _____ <input type="checkbox"/> N/A
Month: _____	Amount: \$ _____ <input type="checkbox"/> N/A
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Month: _____	Amount: \$ _____ <input type="checkbox"/> N/A
Month: _____	Amount: \$ _____ <input type="checkbox"/> N/A
Month: _____	Amount: \$ _____ <input type="checkbox"/> N/A
Month: _____	Amount: \$ _____ <input type="checkbox"/> N/A
<b>SUBTOTAL STIPENDS</b>	<b>\$ _____ <input type="checkbox"/> N/A</b>

**Total RAFT/ERMA Benefit**

**GRAND TOTAL \$ \_\_\_\_\_** (cannot exceed \$10,000)  
*Total of move-in costs, arrears, future rent stipends and other items, as applicable*

DHCD RAFT/ERMA FY21 Owner Contract  
Revised February 2021



## RAAs must now:

- 1 Begin utilizing the new contract as soon as possible, and **no later than February 26**.
- 2 Have some **contact** with the Property Owner or authorized representative before issuing payment to ensure the owner is aware of the incoming payment, and the payment information (even if on file) is correct.
- 3 **Send** the new Notice via email (preferred) or postal mail to the applicant AND property owner.
- 4 If the tenant is receiving **other benefits**, the RAA may send an additional award letter to the tenant outlining those benefits. If the tenant is *not* receiving other benefits (i.e., only arrears, stipends, and/or moving costs), this letter may take the place of an award letter to the tenant.
- 5 Owner Packets in progress/awaiting owner signature do not need to be altered. RAAs may continue to accept the prior Property Owner Contract if signed but should not further distribute it to applicants/owners after February 26.



**Should RAAs start using the new owner contract for old applications?**

Answer: Yes, RAAs should start using the new owner contract immediately.



**Will the landlord still need to sign and complete a W-9 form?**

Answer: Yes, RAAs will need to keep a signed copy of a W-9 on file for landlords.

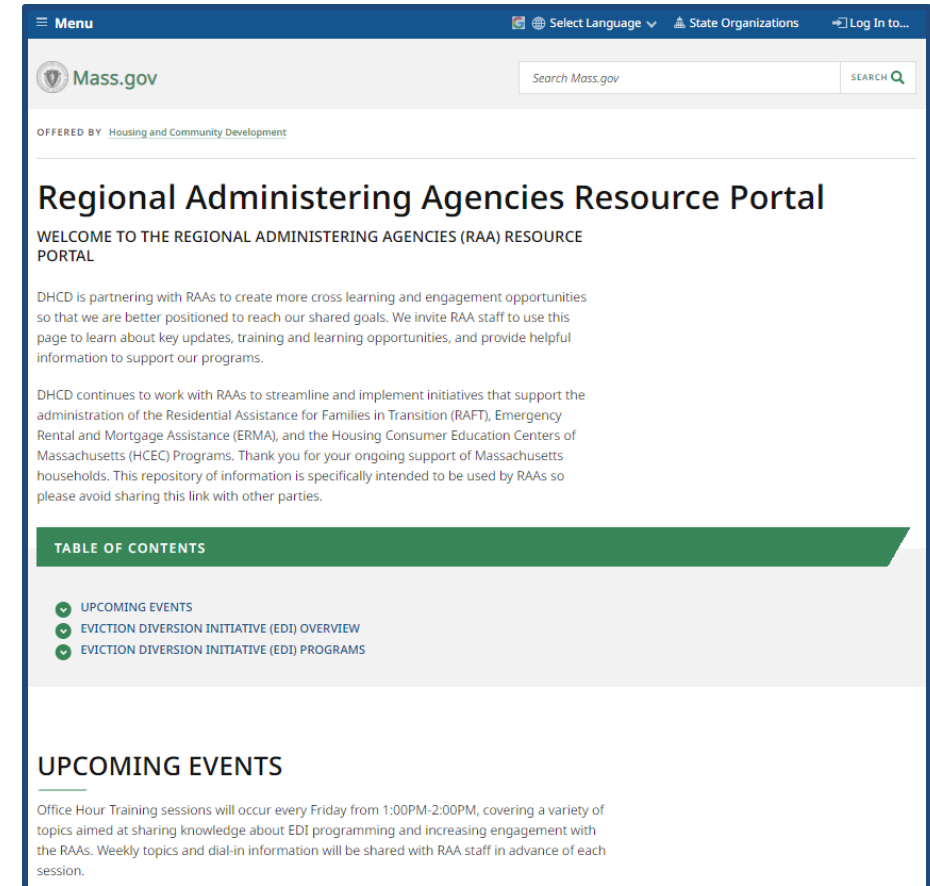
- RAA Resource Portal**
  - Central resource to provide RAA staff with key updates, training and learning opportunities, and helpful information to support programs
  - Reference site for past training materials and Office Hours recordings

- RAFT-ERMA Property Owner Contract Memo**

Review the RAFT-ERMA Property Owner Contract Memo for more information on the updates to the RAFT-ERMA Property Owner Contract.

- Further Questions**

Contact the RAA support inbox ([dhcdraaraft@mass.gov](mailto:dhcdraaraft@mass.gov)) as a point of escalations for questions. A member of the RAA Support Team will respond.



The screenshot shows the 'Regional Administering Agencies Resource Portal' on the Mass.gov website. The page has a blue header with a 'Menu' button, 'Select Language' dropdown, 'State Organizations' link, and 'Log In to...' button. Below the header is a search bar with 'Search Mass.gov' and a magnifying glass icon. The main content area is titled 'Regional Administering Agencies Resource Portal' and includes a welcome message: 'WELCOME TO THE REGIONAL ADMINISTERING AGENCIES (RAA) RESOURCE PORTAL'. It states that DHCD is partnering with RAAs to create more cross learning and engagement opportunities. Below this is a 'TABLE OF CONTENTS' section with three items: 'UPCOMING EVENTS', 'EVICTION DIVERSION INITIATIVE (EDI) OVERVIEW', and 'EVICTION DIVERSION INITIATIVE (EDI) PROGRAMS'. At the bottom, there is an 'UPCOMING EVENTS' section with a paragraph about Office Hour Training sessions occurring every Friday from 1:00PM-2:00PM.

## Reminders

- Utilize the [RAA Resource Portal](#) as a central resource for learning about key updates, training and learning opportunities, and providing helpful information to support our programs.

## Next Steps

- The next office hours will be held:  
Friday, March 5<sup>th</sup>  
1:00PM – 2:00PM



# QUESTIONS | OWNER CONTRACT



# QUESTIONS | GENERAL RAFT

# THANK YOU!

