P/LHA VERSION: Notification to Tenant: Tenant Outreach Letter – No Arrears

Last Updated: May 6, 2021

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| **Purpose:**  | P/LHAs must distribute this letter (on its letterhead) to all tenants who DO NOT have arrearages on record for the time period between April 2020 and March 2021 in participating properties. This letter explains that tenants even if they do not have arrears should come in for a recert to report change in income since then any previously owed rent could count as arrears and be covered by SHERA.   |
| **To:**  | Tenant Head of Household   |
| **From:**  | P/LHA |
| **Timing (When to send):**  | When P/LHA plans to participate in SHERA and is starting the application process  |
| **Subject:**  | Emergency Rental Assistance (SHERA) Program announcement  |
| **Attachments:**  | SHERA Tenant Overview Reference Guide  |

***SAMPLE TEXT BELOW***

Dear \_\_\_\_\_\_\_\_\_\_\_:

If you had an increase in income that you did not report to us during April 1, 2020 – March 31, 2021, you should report this income **NOW** and request an interim redetermination. **Any retroactive rent that results can be** **paid from a new program, Subsidized Housing Emergency Rental Assistance (SHERA),**  that is funded by the federal government to cover eligible rent arrearage amounts. If you do not report this income and it is found at your next annual determination, you may owe back rent that may not be eligible for SHERA funds. As a reminder, state public housing tenants must report monthly household income increases over 10% and Federal Public housing tenants must \_\_\_\_\_\_\_\_

This rent would be paid directly to your Housing Authority through the **SHERA program**. We will need your assistance and permission to apply for these funds.

* You may be eligible for this rental assistance if:

	+ Your income is below the program limit of 80% [Area Median Income (AMI)](https://hedfuel.azurewebsites.net/raa.aspx%22%20/);
	+ You owe rent that was due between April 1, 2020 and March 31, 2021; and
	+ You have lost income, and/or had a significant increase in expenses, because of COVID-19.

You will need to sign a sworn statement saying that this is true.

Immigration status does not affect your eligibility for this program. You do not need a social security number to apply. However, if you have a social security number, you will be required to provide the last four digits.

If you are eligible and receive the SHERA benefit assistance, the program may be able topay **100% OF THE RETROACTIVE RENT YOU OWE FOR THE MONTHS FROM APRIL 2020 THROUGH MARCH 2021** and you will receive **EXTRA PROTECTION (6 MONTHS** **after the last SHERA benefit payment is received) AGAINST EVICTION FOR NONPAYMENT OF RENT** if you are still struggling to pay your rent.

As your Housing Authority we will help you figure out whether you are eligible for the program and what documents may be necessary.

It is not yet certain if additional rental assistance will be available for rent due after March 31, 2021 through this program. Your are responsible for paying your current monthly rent in accordance with your lease or if you have an alternate rental payment agreement approved by us.

 **Please contact your Housing Authority property manager within 14 days at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to find out more about whether you are eligible for help through SHERA. For assistance understanding this letter, for language assistance, or for reasonable accommodations, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Property Manager

