P/LHA VERSION: Notification to Tenant: Tenant Outreach Letter

Last Updated: May 6, 2021

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| **Purpose:** | P/LHAs must distribute this letter (on its letterhead) to all tenants with eligible arrearages incurred between April 2020 and March 2021 in participating properties. This letter explains the program, its eligibility requirements, and how to apply for assistance. |
| **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 \_\_\_\_\_\_\_\_\_\_\_:

We know that many residents have struggled during the COVID-19 crisis, and so we are excited to tell you about a new program that can help.

**IF YOU HAVE FALLEN BEHIND ON YOUR RENT BECAUSE OF COVID, WE CAN APPLY FOR EMERGENCY AID TO PAY THE RENT THAT YOU OWE.**

This rent would be paid directly to your Housing Authority through the **Subsidized Housing Emergency Rental Assistance (SHERA) program** that is funded by the federal government. 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 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.

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 SHERA**. If you do not report this income and it is found at your next annual determination, you may owe back rent. As a reminder, state public housing tenants must report monthly household income increases over 10% and Federal Public housing tenants must \_\_\_\_\_\_\_\_

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

If you have already applied for RAFT or for another type of emergency rental assistance, and are waiting for a decision on your application, you should continue with that application and not move forward with SHERA. If you previously received other rental assistance and you still have unpaid rent due from April 1, 2020, to March 31, 2021, you are eligible to participate in SHERA.

It is not yet certain if additional rental assistance will be available for rent due after March 31, 2021 through this program. You 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

If you are not eligible for SHERA funding based on the program guidelines, we will discuss other options to help with paying any overdue rent.

Sincerely,

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

Property Manager

