



**EMERGENCY TENANT-BASED RENTAL ASSISTANCE PROGRAM (ETBRA)**

**PHASE V**

**Program Guidelines**

**Purpose**

The City of North Miami (“City”) continues to assist residents who have suffered hardship and setbacks directly connected to COVID-19 pandemic. With this new round of funding, the City will assist North Miami residents with six (6) months’ worth of rent payment up to \$8,000.00 to households occupying rental units in the City. Eligible residents who were previously assisted with ETBRA funding can re-apply providing that the total amount of assistance from prior assistance does not exceed the six months or \$ 8,000.00 respectively. Rent assistance does not have to be continuous; applicant may receive a month at a time depending on his/her situation and re-apply if hardship persists until reaching the maximum allowed by the program. ***Rental assistance cannot be paid in advance.***

The COVID-19 health crisis has caused widespread loss and/or reduction of income, significantly affecting the financial stability of households within the City. The City will use available Federal, State and any other grant funding to assist eligible tenants to cover past due rent as they become available.

**General information**

The ETBRA program is based on the premise that decent, safe, sanitary, and affordable housing is accessible on the private market for very low to low-income families.

The U. S. Housing and Urban Development Department (“HUD”) through supplemental Community Development Block Grant (CDBG-CV), HOME Investment Partnership Program (HOME); the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021 (ARPA), the state’s State Housing Initiatives Partnership (SHIP) programs and other funds provide funding to prevent, prepare for and respond to the coronavirus pandemic as a grant with no repayment requirement. The City’s Housing and Social Services (“HSS”) Department will administer the Emergency Tenant-Based Rental Assistance - Phase V.

Applicants are considered eligible if their total household income does not exceed 80% of the area median income (“AMI”) (see chart below), they are North Miami residents and has been living in the apartment for at least a year and have a one (1) year executed lease.

**2021 Income Limit Chart**

1	<input type="checkbox"/> \$19,000 or less (ELI)	<input type="checkbox"/> \$31,650 or less (VLI)	<input type="checkbox"/> <b>\$50,650 or less (LI)</b>
2	<input type="checkbox"/> \$21,700 or less	<input type="checkbox"/> \$36,200 or less	<input type="checkbox"/> <b>\$57,850 or less</b>



3	<input type="checkbox"/> \$24,900 or less	<input type="checkbox"/> \$40,700 or less	<input type="checkbox"/> \$65,100 or less
4	<input type="checkbox"/> \$27,100 or less	<input type="checkbox"/> \$45,200 or less	<input type="checkbox"/> \$72,300 or less
5	<input type="checkbox"/> \$31,040 or less	<input type="checkbox"/> \$48,850 or less	<input type="checkbox"/> \$78,100 or less
6	<input type="checkbox"/> \$35,580 or less	<input type="checkbox"/> \$52,450 or less	<input type="checkbox"/> \$83,900 or less
7	<input type="checkbox"/> \$40,120 or less	<input type="checkbox"/> \$56,050 or less	<input type="checkbox"/> \$89,700 or less
8 or more	<input type="checkbox"/> \$44,660 or less	<input type="checkbox"/> \$59,700 or less	<input type="checkbox"/> \$95,450 or less

**Process**

**A. Selection Criteria**

You must meet all of the below criteria in order to qualify for this program:

1. Must be a U.S. citizen, permanent resident or granted legal status;
2. Must be a City of North Miami resident. To verify you reside in the City of North Miami boundaries, please visit the following site and look for your address: [City of North Miami Address Search](#). Alternatively, you may also verify this information by accessing the Miami-Dade Property Appraiser website [www.miamidade.gov](http://www.miamidade.gov) and perform a property search by your address. If the results display a **Folio number** that starts with “06-XXXX-XX-XXXX”, your address meets this eligibility requirement;
3. Must experience hardship directly or indirectly due to COVID-19;
4. Must not have liquid assets or other sources of capital from where rent can be paid;
5. Must not have received assistance from the North Miami Community Redevelopment Agency (“CRA”) or any other agency providing the same assistance, unless able to show continuous hardship.

**B. Required Documentation**

If you meet the eligibility criteria above, below are the documentation required when submitting your application:

- 1) Completed application form
- 2) City of North Miami, Housing & Social Services Internal Forms:
  - o Self-Certification of Annual Income;
  - o Notice of Collecting Social Security Numbers;
  - o Conflict of Interest Disclosure;
  - o Unemployed Applicant’s Affidavit, if applicable;



- Non-Occupant Affidavit, if applicable;
  - Authorization to Verify Information;
  - Authorization for the Release of Information;
  - All other required form not listed;
- 3) Affidavit or Proof of hardship due to COVID-19
  - 4) Duplication of Benefits Agreement
  - 5) Property Owner Certification
  - 6) Vendor Registration form & W-9 completed by Landlord
  - 7) Lease agreement proving resident(s) has been living for at least a year before the submittal of the application (Tenant must have a one-year Lease agreement)
  - 8) Driver's License, and/or Passport, Resident/Green Card, Naturalization Certificate and Social Security Cards for all persons over 18 years of age currently residing in the household
  - 9) Birth Certificates (with the parent(s) or applicant's name listed), Passport, Resident/Green Card, Naturalization Certificate and Social Security Cards for each current resident under 18 years old

### **C. How to Apply**

Applications are available to download online at [www.northmiamifl.gov/covid19relief](http://www.northmiamifl.gov/covid19relief) and printed copy can be picked up at Housing & Social Services Satellite office, 13753 NW 7<sup>th</sup> Avenue, North Miami, FL 33168.

Completed applications along with copy of required documents must be submitted at the Housing & Social Services satellite office located at 13753 NW 7<sup>th</sup> Avenue, North Miami, FL 33168.

**Incomplete application will not be accepted & Appointment is required.**

### **D. Deadline to Apply**

Application will be accepted until funds are depleted

### **E. Approval process**

HSS staff will review completed applications for eligibility. Once approved, a check will be issued by the City to the landlord/property owner or its designee.

### **F. Inspection**

Landlord/property owner(s) are required to complete the "Owner Certification" form to assure that units meet the minimum Housing Quality Standards ("HQS"); nonetheless, HSS reserves the right to inspect the unit at any time during the agreement period.



### **G. Emergency Tenant-Based Rental Assistance Agreement**

Landlord/property owner(s) are required to execute the Emergency Tenant-Based Rental Assistance Agreement, City's Vendor Registration and W-9 in order to receive payment.

NOTE: Guidelines, forms, and other documents utilized for this program are subject to change from time to time to ensure proper utilization of public funding.

### **Terms and Conditions**

Interested parties may contact the Housing and Social Services Department via [housing@northmiamifl.gov](mailto:housing@northmiamifl.gov) or 305-895-9895 for additional information. Applicants must thoroughly review the application's guidelines, terms, and conditions to ensure eligibility before submitting.

The Housing and Social Services Department reserves the right to deny any submitted application if it is determined such application does not meet the Federal & State grant requirements.

Disclosure of SSNs is considered information subject to the Federal Privacy Act (5 USC §552a, as amended) and is exempt from Florida Statutes regarding public records (Florida Statute 119.0721(1)).