



LEWISTON

CARES: Emergency Income Payment Program Guidelines



The City of Lewiston has received CARES Act funds from U.S. Department of Housing and Urban Development to address and respond to community challenges brought on by COVID-19. The City has designed a rental and mortgage assistance program to aid income qualified Lewiston residents that have had at least a 25% reduction in income due to COVID-19 that has not been replaced with state/federal unemployment insurance, new employment, or other sources of income, and that are paying 30% or more of their income for rent. Households with incomes at or below 80% of the Area Median Income (AMI) based on household size are eligible for assistance, with funding preference given to households at or below 60% AMI. Households making between 61% and 80% AMI will be required to pay 30% of their income toward rent with the city making up the difference to their contractual rent, unless the applicant can provide evidence of an inability to pay that percentage of their income to rent. Rental or mortgage assistance of up to \$1,000 per month, is available for up to three months, and a total of up to \$500 in utility assistance over those three months. Funds from this program cannot be used to pay city utility charges such as water, sewer, or storm water fees. Rent or mortgage assistance will not be provided for back rent or past due mortgages. **Landlords receiving payments from the program may not take action to evict the tenant for during the time frame the rental assistance is provided.**

Once a complete application (documents required are listed on the next page) has been received it will be reviewed and you will be notified of approval or denial. Applicants who submit an incomplete application will be notified of missing documentation. If the required documentation has not been provided within 30 days of the initial application the applicant will no longer be eligible for Emergency Income support for that month.

If approved, payments will be made directly to the applicant's landlord, lender, or utility provider. If additional support is needed in subsequent months, another application for assistance must be made, including the owner affidavit. **No household will be provided with more than 3 months of rental/mortgage/utility assistance.**

Applications will be received and evaluated on a first come, first served basis, with eligible requests funded as capitalization permits.

Return completed applications to Luis Dias at the City of Lewiston. They can be returned by email, mail, or by the utility drop box located on the Park Street entrance to City Hall.

Email: ldias@lewistonmaine.gov

Phone: 513-3103 ext.3261

Mail: Luis Dias
Lewiston City Hall
27 Pine Street
Lewiston, ME 04240

Program Guidelines

- Must be a Lewiston Resident
- Rent/mortgage payments must have been current through March 2020

- Household must have experienced a 25% or more income reduction due to COVID-19 that has not been replaced by other sources
- Current gross income must be at or below those shown in the table below based on household size
- Households at 61% AMI up to 80% AMI will pay 30% of their income toward rent or mortgage with the City paying the remaining portion up to a total combined payment of \$1,000.

2020 Income Guidelines Lewiston-80% AMI								
# of Household members	1	2	3	4	5	6	7	8
80% Area Median Income	\$39,150	\$44,750	\$50,350	\$55,900	\$60,400	\$64,850	\$69,350	\$73,800

REQUIRED DOCUMENTS FOR APPLICATION TO BE COMPLETE

- Complete application form
- Executed affidavit attesting to the accuracy and truth of information provided
- Copies of tenants two most recent statements for checking, savings, and/or money market accounts, as well as reload cards or other financial mechanisms by which applicant receives income payments and pays bills.
- Copies of four most recent paystubs, unemployment insurance, child support or other sources of income for all household members living in your home. The paycheck stubs must have the year to date gross income listed.
- Letter from landlord or lender indicating household was in good standing as of March 2020, and if assistance is for a homeowner, that the loan is not in forbearance or foreclosure.
- Copy of lease/rental agreement showing the monthly rent; or if a homeowner, a copy of the bank's mortgage statement identifying the monthly mortgage payment.
- Executed Landlord Information Page and Affidavit certifying that the project was not financed with Low Income Housing Tax Credits and the rent is not paid by Project or Tenant Based Section 8 or other federally funded Tenant Based Rental Assistance.
- If requesting utility assistance, a copy of the utility bill(s).