



**Subject:** Rapid Rental Assistance – Executive Offices

**Submitted By:** Ricky L. Clark, Jr., City Manager

**Date Submitted:** September 26, 2023

**Work Session Date:** October 2, 2023

**Council Meeting Date:** October 2, 2023

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**Background/History:**

Recently, the Governing Body approved reevaluating the rental assistance program. Given the uptick in COVID cases, and the numerous requests that are coming in, the City Manager is seeking approval to administer the program in-house for an amount not to exceed \$50,000. In July, we received back \$153,722.40 from City Edge relative to rental assistance. Staff would look to relaunch the program no later than October 13, 2023.

Program criteria would be as follows:

**Applicants Information**

- Must be a City of Forest Park resident
- Must be negatively affected directly or indirectly by COVID-19
- Must complete entire assessment process beginning with intake form and providing all requested documents.
- Maximum one-time payment will not exceed \$2,500 per household

**Documents that will be required include:**

- Proof of Residency of Forest Park (examples: a valid, non-expired Driver's License or State issued ID showing you reside in the City of Forest Park, in addition to a current utility bill in your name or your current signed lease agreement)
  - Proof of income
  - Proof of unemployment filing (if applicable)
  - Copy of State ID for everyone 18 years old and over in your household
  - Proof of COVID-19 related hardship, indirectly or directly
  - Copy of mortgage statement (if applicable)
  - Full Signed Lease agreement
  - Late notice or letter from the landlord or mortgage company stating current total amount due with a detailed breakdown of all charges dated within five days of when the application is submitted
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**Cost: \$ Variable**

**Budgeted for:**  Yes  No

**Financial Impact:**

N/A

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**Action Requested from Council: Approve the ordinance**