

## Dakota County CARES Eviction Prevention Frequently Asked Questions

### Household Eligibility Questions

**Question:** What areas are covered under the Eviction Prevention Program?

**Answer:** Rent, Mobile Home Rent, Mobile Home Lot Rental, Utilities (Water, Electricity, Gas)

**Question:** What are the eligibility requirements for CARES Eviction Prevention support?

**Answer:** The following criteria must be met for eligibility:

- a. Must be a Dakota County resident.
- b. Household has experienced a loss of income due to COVID-19 that is impacting housing stability, including employment loss or delay between March 18, 2020 to present, or reduced employment hours between March 18, 2020 and present
- c. Resident needs assistance to pay rent and/or utilities
- d. Landlord/utility/agency confirmation of funds due
- e. Funds are only available to households whose gross income is below 300 percent of federal poverty guidelines.
- f. You may not qualify if you live in federally funded housing.
- g. NOTE: You do not need to be a US Citizen to qualify.

**Question:** What are the Federal Poverty Guideline Income Requirements?

**Answer:**

FY 2020 Federal Poverty Guidelines		1-Person Household	2-Person Household	3-Person Household	4-Person Household	5-Person Household
<b>Poverty Threshold</b>	Annual	\$12,760	\$17,240	\$21,720	\$26,200	\$30,680
	Monthly	\$ 1,064	\$ 1,437	\$ 1,810	\$ 2,183	\$ 2,557
<b>201%-300%</b>	Annual	\$38,280	\$51,720	\$65,160	\$78,600	\$90,040
	Monthly	\$ 2,658	\$ 4,310	\$ 5,430	\$ 6,550	\$ 7,670
<b>Low 51%-200%</b>	Annual	\$25,520	\$34,480	\$43,440	\$52,400	\$61,360
	Monthly	\$ 2,127	\$ 2,873	\$ 3,620	\$ 4,367	\$ 5,113
<b>Very Low 31%-50%</b>	Annual	\$ 6,380	\$ 8,620	\$10,860	\$13,100	\$15,340
	Monthly	\$ 532	\$ 718	\$ 905	\$ 1,092	\$ 1,278
<b>Extremely Low 0%-30%</b>	Annual	\$ 3,828	\$ 5,172	\$ 6,516	\$ 7,860	\$ 9,204
	Monthly	\$ 319	\$ 431	\$ 543	\$ 655	\$ 767

**Question:** How is gross income calculated?

**Answer:** Household gross income includes income from the following sources for all adults (Over Age 17) within the household.

- a. Earned Income before deductions (example: paycheck from a job or income from a business before deductions)
- b. Unemployment
- c. Worker's Compensation
- d. Severance Pay
- e. Social Security
- f. Public Assistance
- g. Child Support
- h. Spousal Support
- i. Foster Care Payments

**Question:** Do I need to submit income documentation?

**Answer:** Yes. Applicants will need to submit documentation of household gross income for the last 30 days. Documentation may include:

- a. Pay stubs
- b. Documentation of cash assistance such as Social Security income or public assistance
- c. Documentation of unemployment compensation, worker's compensation or severance pay
- d. Documentation of child support, alimony or foster care payments

**Question:** What happens if I don't submit the required income documents with the application?

**Answer:** A worker will follow-up with you to collect the required documents.

**Question:** Will households need to provide documentation that they are impacted by COVID-19?

**Answer:** When applying for assistance, households will need to show that they are unable to make the payments because of a COVID-19 related issue such as unemployment, reduced hours or illness.

**Question:** How do I show I have a loss of income due to COVID-19?

**Answer:** There are several ways to demonstrate a loss of income due to COVID-19.

- a. Provide a letter from your employer showing reduction in hours
- b. Provide a copy of your layoff notice
- c. Provide paystubs prior to COVID-19 and post COVID-19

**Question:** Are landlords eligible to apply for the funds on behalf of their renters or apply for mortgage assistance for their rental units whose renters were impacted by COVID-19?

**Answer:** Landlords/property owners are not eligible to apply. Landlords may refer tenants to the grant administrators to encourage an application.

**Question:** Can I apply again if I need help with rent and/or utilities again?

**Answer:** Subject to funding availability, it is possible that a household could apply and be assisted more than one time as long as they continue to meet the eligibility criteria and have eligible expenses.

**Question:** Is there a limit on the amount of funds to be disbursed per household?

**Answer:** At this time, there are no caps per household.

**Question:** Are there restrictions on eligibility for households who are already receiving other types of housing assistance (e.g., federal or other rental subsidy)?

**Answer:** Households receiving tenant-based or project-based assistance are generally not eligible for additional housing assistance through this program. Exceptions may be made for unique situations as determined by Dakota County.

**Question:** What if you are unable to pay all of my outstanding rent/utility?

**Answer:** When possible, the worker will guide you to other sources of funding to pay outstanding balances.

**Question:** English is not my primary language. How do I receive assistance?

**Answer:** Applications will be available in English, Hmong, Spanish, and Somali. Correspondence will be in your primary language. We recommend that you notate your primary language in your application. Where necessary, interpretation services will be provided.

Applicants should send all verifying information by;

1. email to: [caresevictionprevention@co.dakota.mn.us](mailto:caresevictionprevention@co.dakota.mn.us)
2. Mail: Dakota County  
CARES Eviction Prevention Program  
1 Mendota Road W  
Suite 300  
West St. Paul, MN 55118
3. Call with questions: (651) 554-6930

## Application Processing Questions

**Question:** Once I submit an application for assistance, what happens next?

**Answer:** Our target is to contact the applicant within two days of receiving a completed application. However, due to the current volume of requests for assistance, a response could take up to a week.

- a. The worker will contact you to review your application, follow-up with any clarifying questions and obtain any additional documentation from you in order to determine eligibility.
- b. The worker will forward you a Releases of Information, Grievance/Appeal policy, and certifications which you will need to sign and return before the worker can follow up with the landlord/utility company.
- c. The worker will contact your landlord/Utility company to confirm the amount owed on rent or utilities.
- d. The worker will determine your eligibility.
- e. If you are eligible for the program, a payment will be made to the landlord and/or utility company. You and the landlord/utility company will receive a letter notifying you of the amount to be paid.
- f. If you are not eligible for the program, you will receive a letter notifying you why you do not qualify.

**Question:** How long, from initial submission of the application, does it take to approve or deny my request?

**Answer:** Turn around time is dependent on how quickly you are able to provide supporting documentation regarding your eligibility. If you qualify, payment for past due amounts should be paid within 30 days of application submission.

**Question:** What if I don't agree with the decision made by the Dakota County worker.

**Answer:** You will follow the Grievance and Appeal Policy which will be distributed to you when we begin working on your application.