

REQUEST FOR REVIEW OF DECISION

Introduction

The Short-Term Rent, Mortgage, and Utility (STRMU) Program offers two types of grants and the eligibility requirements are subject to change based on funding.

I. Short-Term Rent, Mortgage, and Utility (STRMU) Assistance

- STRMU helps clients pay their rent, mortgage, or utilities if they are unable to do so because of unexpected expenses related to their HIV and as part of an overall plan to help them access or maintain safe, decent, and affordable housing that is appropriate for their needs. It is not intended to supplement a client's income or be an end to itself.

II. Permanent Housing Placement (PHP) Assistance

- PHP assistance helps clients move into safe, decent and affordable permanent housing by paying the portion of the security deposit and one-time utility switch-on and processing fees that the client is unable to pay.

The Goals of the STRMU Program

I. Short-Term Rent, Mortgage, and Utility (STRMU) Assistance

- To help clients maintain safe, decent, and affordable permanent housing that is appropriate for their needs.
- To improve clients' access to healthcare or other support

II. Permanent Housing Placement (PHP) Assistance

- To help clients obtain safe, decent, and affordable permanent housing that is appropriate for their needs.
- To improve clients' access to healthcare or other support

What the STRMU/PHP Programs Provide

I. Short-Term Rent, Mortgage, and Utility (STRMU) Assistance

- Clients may receive up to 21 weeks of assistance in a 52 week period. Single individuals can get up to \$8,500, and a family unit may receive up to \$10,500, in combined STRMU/PHP assistance in a 52-week funding period (July 1st-June 31st) to pay only their rent, mortgage, and/or utility expenses if they are unable to do so because of unexpected expenses related to their HIV/AIDS.

II. Permanent Housing Placement (PHP) Assistance

- Clients may receive move-in assistance to cover a security deposit, one-time utility switch-on, and processing costs for up to two times their monthly contracted rent for a maximum of \$8,500 for a single individual and \$10,500 for a family unit in combined STRMU/PHP assistance in a 52-week funding period.

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ELIGIBILITY REQUIREMENTS	
Short-Term Rent, Mortgage, and Utility (STRMU) Assistance	Permanent Housing Placement (PHP) Assistance
<ul style="list-style-type: none"> • Must be diagnosed HIV+. • Must provide valid photo identification. • If applying as a family, must provide proof of family status. • Must have unexpected expenses related to their HIV or show that they have an unexpected loss of income that prevents them from being able to temporarily meet their housing obligations. • Must not have access to other financial resources that could be used to pay their housing obligations. • The expenses must not have been paid out by anyone else (applicant, family member, friend, landlord, property management co., etc). The HOPWA program does not reimburse any expenses. • Must be living in Los Angeles County • Must provide a written rental agreement and proof of current residence. • Must have a source of income and a level of income that is less than 80% of the area's gross median income level established by the Department of Housing and Urban Development (HUD). • Must not be spending more than 70% of their gross income on rent prior to any loss of income. • Must maintain a budget and provide receipts for expenses and rent payments. 	<ul style="list-style-type: none"> • Must be diagnosed HIV+ • Must provide valid photo identification. • If applying as a family, must provide proof of family status. • Must be living in, or moving to Los Angeles County. • Must be able to provide proof of current residence within 30 days of move-in. • Must have a source of income and a level of income that is less than 80% of the area's gross median income level established by the Department of Housing and Urban Development (HUD). • Must show that they have no other means of paying all or part of their move-in and/or utility switch-on costs. • The expenses must not have been paid out by anyone else (applicant, family member, friend, landlord, property management co., etc). The HOPWA program does not reimburse any expenses. • Must show that the move will result in the client spending less than 70% of their gross monthly income on their rent. • Must demonstrate that the client will be reasonably able to meet their housing obligations in the near future.

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ELIGIBILITY REQUIREMENTS (Cont.)	
Short-Term Rent, Mortgage, and Utility (STRMU) Assistance	Permanent Housing Placement (PHP) Assistance
<ul style="list-style-type: none"> • Must demonstrate that they will be reasonably able to meet their housing obligations in the near future. • The unit must be within HUD’s Fair Market Rent (FMR) and habitability standards for the area. • Must be willing to work with a Housing Case Manager to develop and follow an Individual Housing Plan (IHP). • Must show progress in meeting the goals in the IHP to qualify for subsequent STRMU assistance. • Must not be living in subsidized or supportive housing (Section 8, TBRA, LITC, hospice, sober living, etc). • Must be able to identify the legal owner/representative of the property. • If applying for mortgage assistance, must submit the most recent mortgage statement. • At least 180 days (6 months) must have passed since the date on the client’s last PHP check. <i>Note: However, under certain circumstances, based on assessment of need, STRMU assistance may be approved sooner.</i> • If requesting utility assistance, client must be able to provide proof of responsibility. 	<ul style="list-style-type: none"> • The new unit must be within HUD’s Fair Market Rent (FMR), habitability, and overcrowding standards. • Must be willing to work with a Housing Case Manager to develop and follow an Individual Housing Plan (IHP). • Must show the move will result in some benefit to the client: increased housing affordability; increased access to community resources (schools, parks, grocery stores, transportation services, etc), medical/social service providers, level of safety, habitability, or reduced overcrowding. • Must be able to identify the legal owner/representative of the property. • Must not be moving into sober living or any type of housing in which the client lacks due process for eviction. • If requesting switch-on and processing costs, the utility account must be in the name of the client or adult household member on the rental agreement. • Three calendar years must have passed since the client’s last PHP grant request. <i>Note: This requirement maybe waived if the client has documented extenuating circumstances that would cause: financial hardship, need for medical accommodations, safety issues for the client or family.</i>

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Appeals Process:

- 1) Submit completed "Request for Review of Decision" form to the Central Coordinating Agency (CCA) via mail and/or fax at the address and/or fax number included on the form.
- 2) The CCA will review the appeal, render a decision and respond to the client via telephone and mail a written response within 10 business days.
- 3) The CCA's decision can be appealed by resubmitting the "Request for Review of Decision" form to the CCA with additional documentation supporting the basis for the appeal to the attention of the Board of Review. The Board of Review will review the appeal, render a decision and mail a written response to the client within 30 business days.
- 4) The Board of Review's decision can be appealed by resubmitting the "Request for Review of Decision" form with additional documentation supporting the basis for the appeal to the attention of the Los Angeles City Housing and Community Investment Department (HCIDLA) HOPWA Hearing Officer via mail and/or fax at the address and/or fax number included on the form. The Hearing Officer will review the appeal, render a decision, and mail a written response within 180 business days.
- 5) There is no appeal from the decision of the HOPWA Hearing Officer, and his/her decision is final.
- 6) **CLIENTS MAY NOT SUBMIT REQUESTS FOR ADDITIONAL ASSISTANCE FROM THE PROGRAM WHILE IN THE APPEALS PROCESS.**

All appeals, including appeals to the CCA, Board of Review, or to the HOPWA Hearing Officer, should be sent to:

**Central Coordinating Agency Housing Assistance
P.O. Box #109-171
1049 Havenhurst Drive
West Hollywood, CA 90046
Fax: (323) 344-4894**

REQUEST FOR REVIEW OF DECISION

Grant and Appeal Information			
Date Applied: _____		Denial/Suspension/Termination Date: _____	
Appeal Date: _____			
Applied for: STRMU _____ PHP _____			
Appealing to: Central Coordinating Agency ___ Board of Review ___ Hearing Officer ___			
Client Identifying Information			
Name: _____			
Address: _____		City: _____	
		State: _____	
		Zip: _____	
Phone: _____		Best Time to Call: _____	
		Ok to Leave Message: Y N	
Social Security #: _____			
Agency Information			
Agency Name: _____			
Housing Case Manager: _____			
Phone Number: _____			

Reason Stated for Denial/Suspension/Termination

- You are not HIV+.
- Your expenses are unrelated to your HIV.
- You do not have income.
- Your rent-to-income ratio is too low.
- Your rent-to-income ratio is too high and you can not show how you will be able to live independently without continual assistance.
- Expenses are unrelated to your HIV or you do not show a loss of income.
- You have access to other resources that can be used to cover your expenses.
- Your rent/mortgage is not within fair market standards.
- The owner of your property could not be identified.
- Information regarding the property or the owner(s) is missing.
- You are living in subsidized or supportive housing (Only for STRMU).
- You are moving into sober living or any type of housing in which the client lacks due process for eviction (Only for PHP)
- Information regarding your expenses, diagnosis, lease, and/or family status is missing.
- Based on your submitted budget and receipts, you do not have a documented need for assistance at this time.
- Submitted documentation was fraudulent or altered to misrepresent the client's eligibility.
- Three(3) years have not passed since your last PHP grant.
- You live outside Los Angeles County and are not planning to move into the County.
- Misrepresentation/Fraud
- Other: _____

