



1. Average time from between assignment to a reviewer and payment for cases paid in December 2022/January 2023:

- Applicant has not received an eviction notice
 - Median: 57 days
 - Mean: 117 days
- Applicant has received an eviction notice (self-reported)
 - Median: 46 days
 - Mean: 87 days
- Applicant has an eviction scheduled (determined by a text search in case notes)
 - Median: 35 days
 - Mean: 70 days

2. Energy Assistance Guidelines

Program eligibility is income based (federal poverty guidelines) and residents do not need a turn off notice to qualify for assistance.

1. Copy of Applicant's photo identification
2. Proof of Residency
3. Copies of Social Security cards for the entire household (including children)
4. Proof of your household's total Gross income for the last 30 day period
5. A copy of your most recent Utility bill, termination notice (if applicable)
6. A copy of your most recent heating fuel bill or receipt (if applicable)

Information Needed with Application: it is best to submit a completed application, submitting separately will delay application processing.

3. Rent Assistance Guidelines

Program eligibility is income based (must below 80% of AMI), additionally family must be able to demonstrate adverse impact by COVID-19.

Tenants

1. Income verification for all household members over 18 years of age
2. Photo ID for all household members over 18 years of age
3. COVID 19 impact statement
4. Landlord contact information
5. Signed lease

Landlords

1. Property license
2. Updated rent ledger
3. W9
4. Signed electronic funds transfer document along with voided check