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# THE CITY OF SCRANTON

## RENT, MORTGAGE AND UTILITY RELIEF PROGRAM

### **Rent and Utility Relief:**

#### **United Neighborhood Centers of Northeastern PA**

Community Services Department  
410 Olive St.  
Scranton, PA 18509  
570-343-8835 ex. 113  
[relief@uncnepa.org](mailto:relief@uncnepa.org)



### **Mortgage Relief:**

#### **NeighborWorks Northeastern PA**

Kathi Tavera, Homeownership Assistant  
[ktavera@nwnepa.org](mailto:ktavera@nwnepa.org)

NeighborWorks Northeastern Pennsylvania  
1510 North Main Ave  
Scranton, Pennsylvania 18508  
(570) 558 - 2490  
[www.nwnepa.org](http://www.nwnepa.org)



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# SCRANTON RENT, MORTGAGE AND UTILITY RELIEF

## INTRODUCTION

The City of Scranton Rent, Mortgage and Utility Relief Program. On behalf of the City of Scranton, United Neighborhood Centers of Northeastern Pennsylvania (UNC) and NeighborWorks of Northeastern Pennsylvania (NWNEPA) are working together to help alleviate the cost burden that the COVID-19 pandemic has placed on you. The goal of The City of Scranton Rent, Mortgage and Utility Relief Program is to increase opportunities for sustainable housing and prevent homelessness for low-to-modest income residents.

UNC will provide education services, evaluation criteria, and determine the total funds needed for renters and landlords interested in applying for the rent relief program, and anyone interested in utility assistance whether a renter or homeowner.

NWNEPA will provide education services, evaluation criteria, and determine the total funds needed for mortgage assistance. NWNEPA will provide foreclosure intervention services to all applicants to assist in continued housing stability. \*\*Homeowners in need of both mortgage and utility assistance will submit their application to both UNC and NWNEPA for review.

Financial assistance for this program is federally funded through the CARES Act and are available on a first come first served basis. The federal government and the City of Scranton set certain and/or approves certain requirements for this program. These requirements are *non-negotiable*.

## OVERVIEW OF PROGRAM REQUIREMENTS

- Sustained a Financial Hardship on or after March 13<sup>th</sup>, 2020
- Able to pay expenses you are applying for prior to March 13<sup>th</sup>, 2020
- Be at or below 80% area median income

HUD Income Eligibility [Spring 2020 – Spring 2021]							
Household Size	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	Add \$4,600ea additional member
Income Limit	\$40,150	\$45,900	\$51,560	\$57,350	\$61,950	\$66,550	

## ELIGIBILITY

Which of the following apply to you or anyone within your household related to the COVID-19 pandemic?

Must have occurred after March 13, 2020

### **Select all that apply:**

- ☐ You have been laid off.
- ☐ Your place of employment has closed.
- ☐ You have experienced a reduction in hours of work.
- ☐ You must stay home to care for children due to closure of day care and/or school.
- ☐ You must stay home to care for children due to distance learning.
- ☐ You have lost child or spousal support.
- ☐ You have had an increase in expenses due to COVID-19, i.e. childcare, medical bills, etc.
- ☐ You have been unable to find employment due to COVID-19.
- ☐ You are unwilling or unable to participate in your previous employment due high risk of severe illness from COVID-19.
- ☐ You were unable to work or sustained an increase in expenses due to contracting COVID-19
- ☐ You were unable to work due to caring for someone who contracted COVID-19
- ☐ List other significant costs: \_\_\_\_\_
- ☐ List other financial hardship: \_\_\_\_\_

## DOCUMENTATION

### **REQUIRED DOCUMENTS FOR ALL APPLICATIONS**

- ☐ Copy of Photo ID
- ☐ Proof of Financial Hardship (Additional supporting documents may be requested)

#### **Proof of current income for the combined household:**

- ☐ Paystubs for last 30 days and any documentation stating income amounts for all persons over 18 years of age living in the home excluding full-time students.
- ☐ Social Security Award Letter (SSDI, SSI, Etc) / Pension disbursement amount and schedule
- ☐ Child Support and/or Alimony – Court statement and/or proof of receipt
- ☐ Other benefits including but not limited to Veterans Benefits, SNAP, Unemployment, etc.

### **REQUIRED FOR RENT ASSISTANCE (IN ADDITION TO ABOVE DOCUMENTS)**

- ☐ Copy of Social Security Cards for everyone in the household
- ☐ Completed Landlord Certification Form (Signed)
- ☐ Copy of Lease / Verification of Residency (All Pages)
- ☐ Eviction Notice (Written or Typed: Landlord) or (Magistrate)
- ☐ Completed Landlord Certification Form (Signed)

### **REQUIRED FOR UTILITY ASSISTANCE (IN ADDITION TO ABOVE DOCUMENTS)**

- ☐ Copy of most recent bill showing delinquent balance

### **REQUIRED FOR MORTGAGE ASSISTANCE (IN ADDITION TO ABOVE DOCUMENTS)**

- ☐ Copy of most recent mortgage statement
- ☐ Recent 2 years tax returns
- ☐ Most recent 3 months bank statements for all accounts

**If you are experiencing any difficulty gathering the above stated documents, contact the assigned organization for assistance.**