UniteCT Workforce Rental Assistance Application:

Review of how an application is processed

Program Overview

- $30,000,000 in funding
- Date of application: 6/12/23-11/30/23
- Eligible tenants may receive rental assistance during months they are registered for a federally funded workforce training program
- Tenants may receive 3 months of future rent at a time, with the ability to recertify for 3 additional months at a time

Process of submitting a UniteCT Workforce Rental Assistance Application

1

Applicant has a landlord who is willing to participate

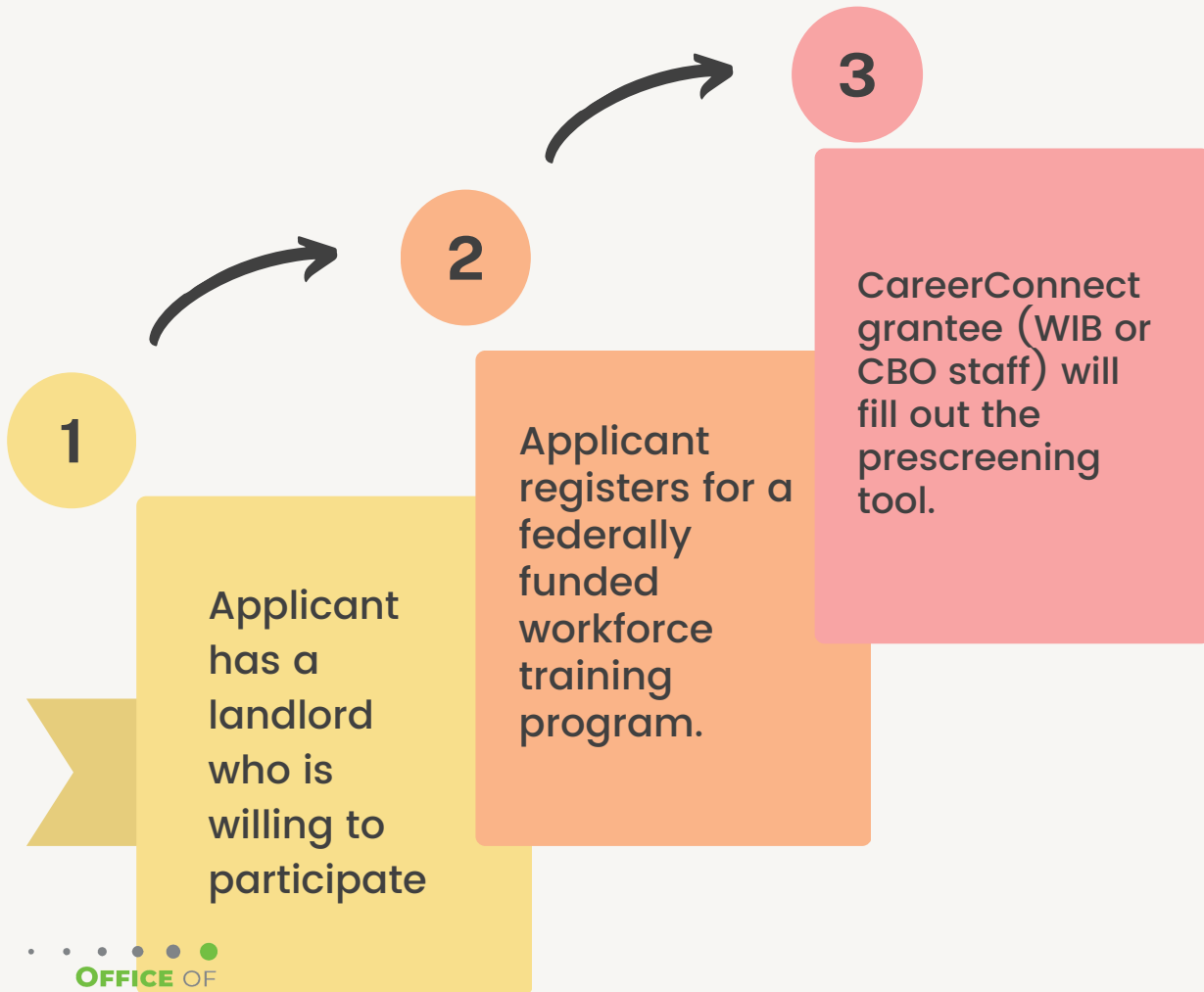# Process of submitting a UniteCT Workforce Rental Assistance Application

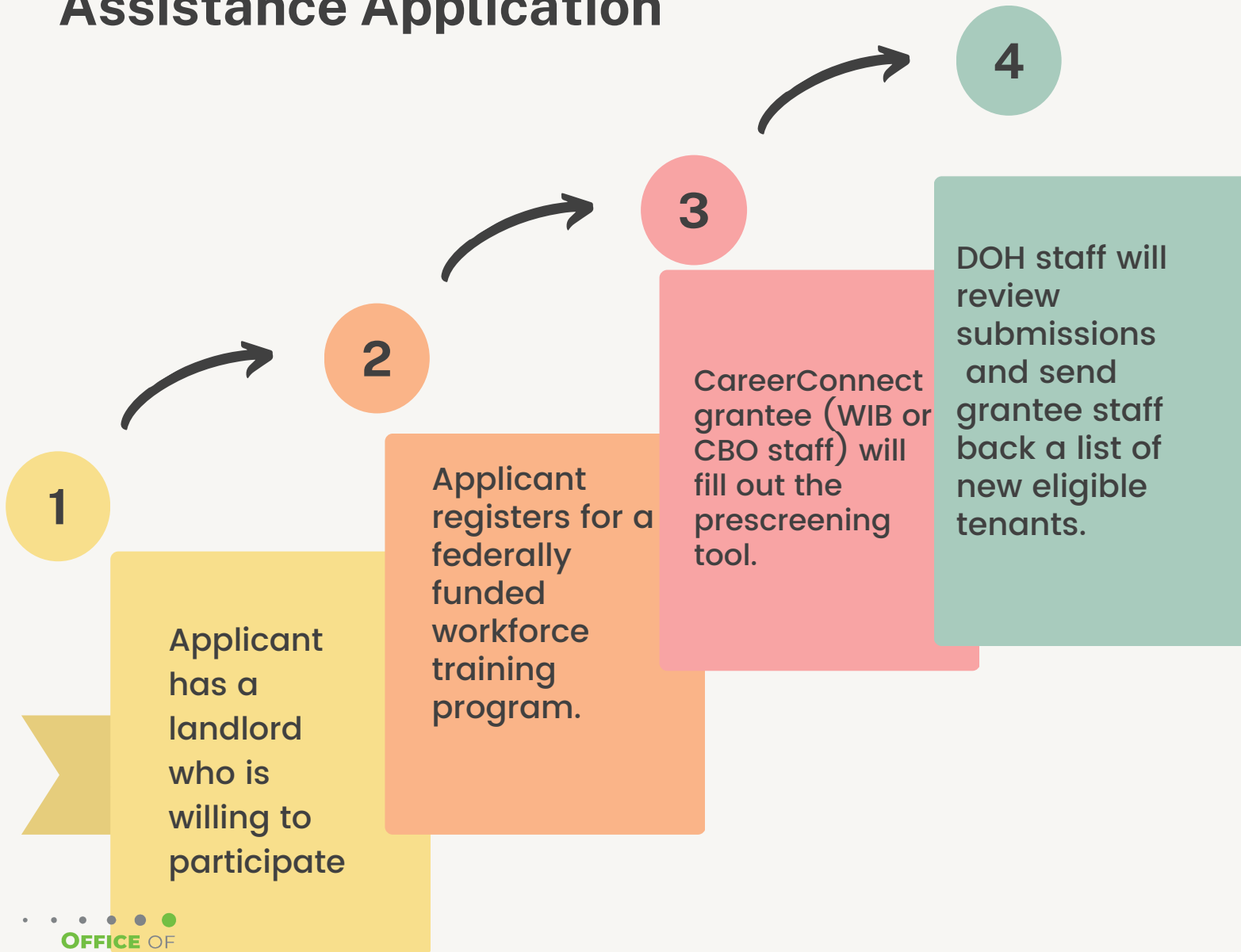**1**

Applicant has a landlord who is willing to participate

2

Applicant registers for a federally funded workforce training program.

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Process of submitting a UniteCT Workforce Rental Assistance Application

1

Applicant has a landlord who is willing to participate

2

Applicant registers for a federally funded workforce training program.

3

CareerConnect grantee (WIB or CBO staff) will fill out the prescreening tool.

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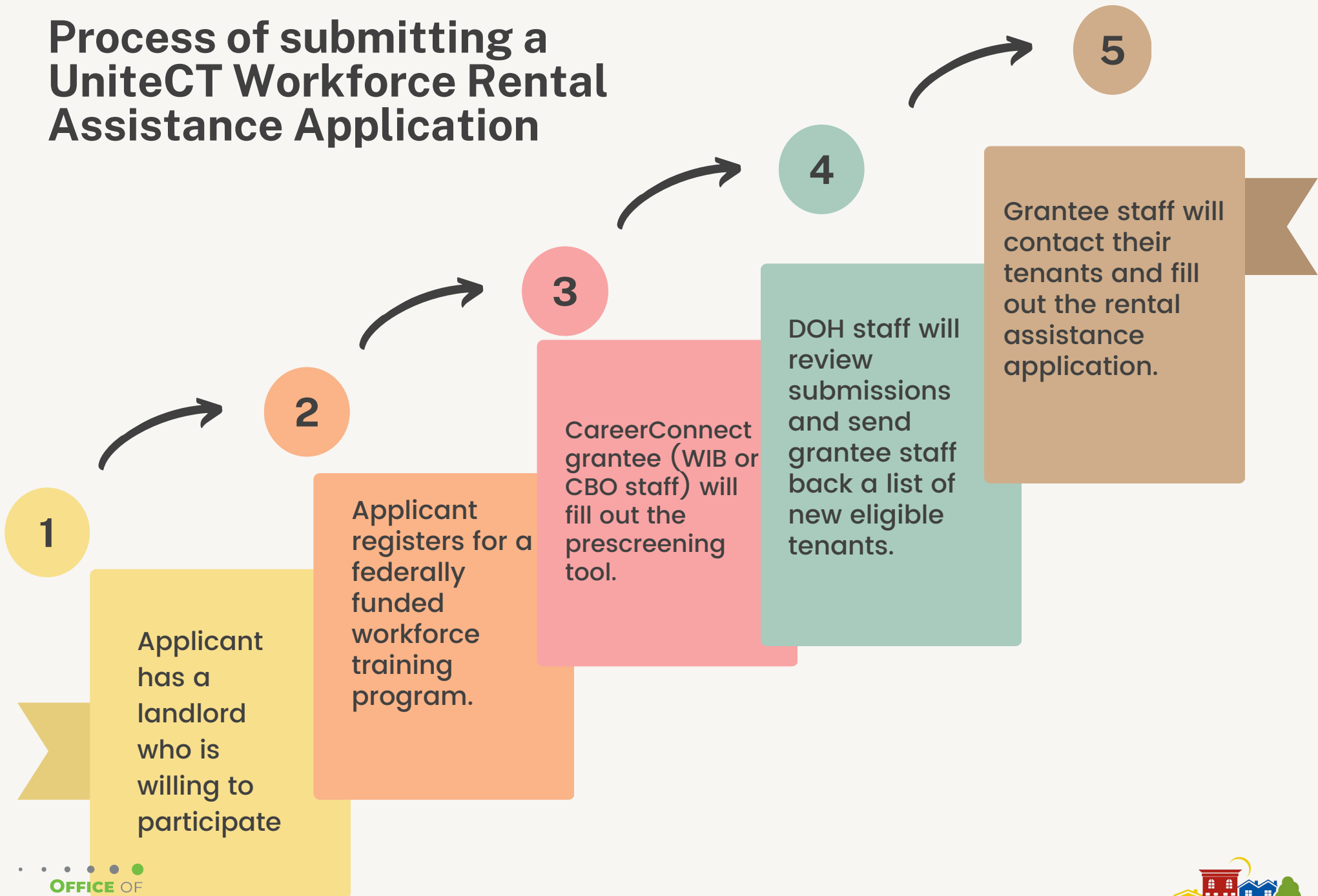Applicant registers for a federally funded workforce training program.

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CareerConnect grantee (WIB or CBO staff) will fill out the prescreening tool.

4

DOH staff will review submissions and send grantee staff back a list of new eligible tenants.

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Process of submitting a UniteCT Workforce Rental Assistance Application

1 Applicant has a landlord who is willing to participate

2 Applicant registers for a federally funded workforce training program.

3 CareerConnect grantee (WIB or CBO staff) will fill out the prescreening tool.

4 DOH staff will review submissions and send grantee staff back a list of new eligible tenants.

5 Grantee staff will contact their tenants and fill out the rental assistance application.

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Roles

"Grantees" or Workforce Boards & CBOs
- Refer tenants through the Screening Tool
- Ensure eligible tenant is registered for CareerConnect
- Fill out the original application for each eligible tenant; if a tenant wishes to recertify then staff will also submit the recertification on behalf of the tenant
- Notify landlord of tenant application and next steps

Department of Housing
- Screen applicants to ensure a household has not received $15,000 or 12 months of rental assistance
- Send list of eligible tenants to the Workforce Boards to start an application
- Oversee the underwriting and payment of approved applications

Office of Workforce Strategy
- Oversee CareerConnect process
- Convene partners as necessary

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Eligibility

Tenant
- Income up to 80% AMI
- Tenant has not previously received the maximum 12 months or $15,000 of UniteCT rental assistance
- Tenant is participating in a federally-funded workforce training program in CT such as CareerConneCT or WIOA, and are registered and assessed for training as of June 5, 2023 up until November 30, 2023, or started training as of June 5, 2023 up until November 30, 2023, and registered in CTHires

Landlord
- Must own the home (no subletters)

Required Documents

Tenant
- ID
- 4 weeks of most recent income for each adult in the household
  - Only for tenants who do not live in a Qualified Census Tract (QCT)
- Lease
- Landlord Verification Form (template provided)

Landlord
- ID or business license
- Signed W9
- Lease

In Summary:

Tenant eligible for Workforce Rental Assistance Program

↓

Applicant is registered for CareerConnect

↓

Applicant assigned to a Case Manager within 2-3 business days.

Applicants can receive 3 months of rental assistance through UniteCT.

Workforce Boards are given names of eligible tenants to start the UniteCT Workforce Rental Assistance Application

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Only staff eligible to fill out Screening Tool

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In Summary:

Tenant eligible for Workforce Rental Assistance Program

Applicant is registered for CareerConnect

Applicant already has a case manager with one of the Workforce Boards or CBO staff

Applicant assigned to a Case Manager within 2-3 business days.

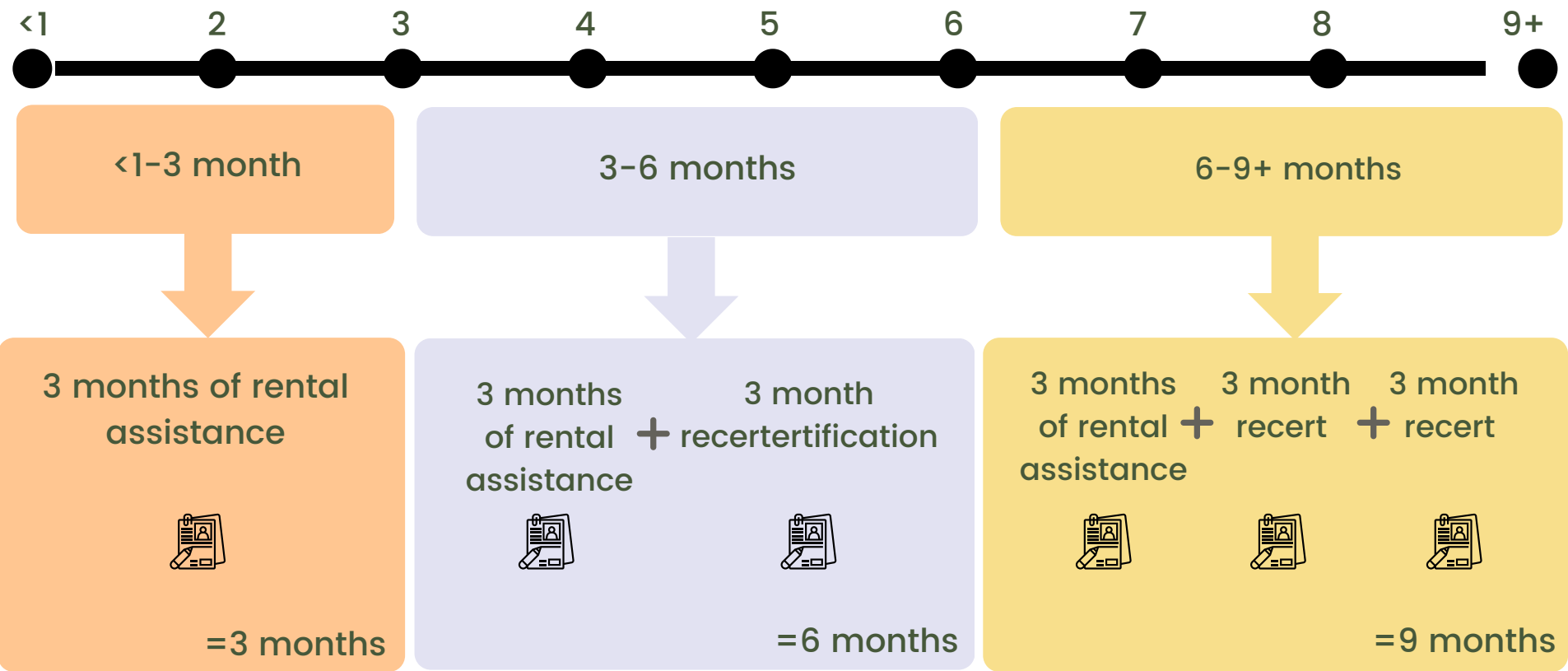Applicant **registered** for a federally funded workforce training program

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Rental Assistance

months in a workforce training program

<1   2   3   4   5   6   7   8   9+

| <1-3 month | 3-6 months | 6-9+ months |

3 months of rental assistance

=3 months

3 months of rental assistance + **3 month recertertification**

=6 months

3 months of rental assistance + **3 month recert** + **3 month recert**

=9 months

Questions?

- The UniteCT Call Center can be reached to ask general programmatic questions. Their number is (1-844-864-8328).