



**COMMUNITY
ACTION SERVICES**
& FOOD BANK

HOME ARP Rental Assistance Packet

Introduction



This Packet contains all the information and documents required for our Rental/Deposit Assistance program under the HOME-ARP Grant guidelines. It is broken up into 2 parts:

Part 1: Initial Application and Eligibility Determination.

Part 2: Application Processing and Final Determination.

A general guide to how the application process works is attached to this packet. You will be working with a Case Manager during the application process. Some of the forms you and the landlord/property manager will have to both sign. If you have any questions or need help with the packet, reach out to a Case Manager and they will be able to help.

IMPORTANT: While we will do our best to help, unfortunately, there is no guarantee that your application will be approved. It is important to make sure you are also looking for assistance in other places as well and are communicating with your Case Manager and Landlord/Property Manager.

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Rental/Security Deposit Assistance

How it works:

Step 1: Eligibility Check

- You meet with a case manager in person or through email. They will ask for info on your situation to check if you are eligible
- Some main factors in determining eligibility:
 - Has to be in Utah, Wasatch or Summit counties (some exceptions may apply).
 - Lease must be for a term of at least 12-months.
 - Must be a private apartment (No room rentals, trailer park rentals or land rentals).
 - # of adults and children in the household.
 - Monthly Income and future sustainability.

Step 2: Gather Documentation

- We gather documents for **Part 1** of your application.
- These documents can include:
 - Photo IDs, a copy of your lease, birth certificates and others.

Step 3: Waiting List

- Depending on the number of applications, there might be a waitlist as our Rental Case Managers work through them.
- We can only expedite if you are currently homeless.
- The Rental Case Managers will reach out to you via email. You will have **72 hours** to respond or your application will be put at the bottom of the waitlist again.

Step 4: Application Processing & Verification

- Once your application is next on the waitlist, it's picked up by a Rental Case Manager who will go through **Part 2** of your application.
- They will ask for documents like:
 - Bank Statements, Benefit history and Income verification among other documents.
- The apartment will also need to be inspected.
- They are looking for 3 things:
 - Future Sustainability. Will you be able to pay for the rent afterward?
 - Financial Responsibility. Were you careful with your finances before this?
 - Financial Need: Is this fraud?
- If approved your landlord/property manager will be paid directly.

Important notes:

- There is no guarantee that we can help with rent/deposit assistance. While we will do our best to see how we can help, eligibility is determined on a case-by-case basis. Assistance is also based off of available grants and funds.



If you have any questions. Feel free to come into our Provo Office (815 S Freedom Blvd, Suite 100. Provo Utah) or you can email Davis at davist@casfb.org.

Lease



- **Lease must be at between 12-24 months long and with all the terms filled out.**
 - **For Eviction Prevention it must be signed.**
 - **For Rapid-Rehousing (deposit) it does not need to be signed to be put on the waitlist.**
- **All persons living in the rental must be on the lease.**
- **Must be within Utah County.**
 - **Eagle Mountain, Highland, Woodland Hills and Fairfield are **ineligible**.**
- **Subleases, Mortgages, Room Rentals, Land Rentals and Camp Ground Rentals are all **ineligible**.**
- **If you have a Month-Month lease, or your lease has lapsed into a Month-Month lease, we can use your old 1 year lease if it's for the same rental.**
- **If you have an Eviction Notice, attach that here as well.**

Identifying Documents



- **All Adults (18+ years old) in household:**
 - **Photo ID (Drivers License, Passport, State ID, etc)**
 - **Social Security Card**
 - **Birth Certificate**
 - **Or US Passport (if not being used for Photo ID), Permanent Residency Card (Green Card) or Certification of Naturalization.**
- **All Children in household:**
 - **Social Security Card**
 - **Birth Certificate**
 - **Or US Passport (if not being used for Photo ID), Permanent Residency Card (Green Card) or Certification of Naturalization.**
- **If in 3rd trimester of pregnancy**
 - **Official documents from doctor with estimated due date.**

CASFB Forms



The ROI and HMIS must be filled out and signed by all adults living in the household.

The budget sheet must include every adult's income for the previous, current and following month and the general monthly expenses for your household.

The CE (Coordinated Entry) is a questionnaire your Case Manager will go through with you. These questions do not determine eligibility but are for demographic reporting purposes.

COMMUNITY ACTION SERVICES AND FOOD BANK

Authorization to Release Information (3/25)

Client Name: _____ Date of Birth: _____

I, _____ here by authorize Community Action Services and Food Bank (CASFB) to share information regarding services that my household has received with the following organizations.

The purpose of sharing my data is to improve coordination of services across agencies, institutions and organizations, and to evaluate the outcomes related to the services I (or my dependents) have received. Please initial the following:

Department of Workforce Services (DWS)

Adult Probation and Parole (AP&P)

Landlord

Religious Affiliations

Employer

Social Security Admin

Mental Health Agency

School

Family Support and Treatment Center

WIC

Domestic Violence Advocacy agency

Boy & Girls Club of Utah County

NeighborWorks: Mountain Country Home Solutions

Food and Care Coalition

Housing Authorities

Unemployment Insurance

The Refuge Utah

HEAT program

Transient Managers (Deseret Industries)

ORS (Office of Recovery Services)

Temporary Employment Agencies

Healthcare Provider

Funding Sources

Local Officials

Other _____

Other _____

Information to be released: All records and information concerning my care and services that I have and will receive from CASFB.

Purpose of Release:

a) Evaluate outcomes related to service delivery.

b) Improve coordination of services to assist my household to become stably housed and self-supported.

Not a condition for services: I understand that my authorization is voluntary and that I may refuse to sign this authorization. I understand that refusal to share information with certain organizations may prevent me from receiving specified services from certain programs, or delay the eligibility determination process.

Right to Revoke: I understand that I may cancel or revoke this authorization at any time in writing. However, I understand that my cancelling, revoking or refusing to share information with certain organizations may prevent me from receiving specified services from certain programs, or delay the eligibility determination process.

Client/Participant Signature

Date

Case Manager Signature

Date

Utah Homeless Management Information System: Informed Consent Release Form

What is UHMIS?

(Agency) CASFB participates in the Utah Homeless Management Information System (UHMIS), an online database that collects information about persons in Utah who are experiencing homelessness, those at risk of homelessness, and those who are formerly homeless.

What type of information is asked of me?

UHMIS asks for identifying information including, but not limited to, basic demographics (i.e., Name, Date of Birth, etc.), limited health data (i.e., disabling condition), and financial information. Each question has been carefully reviewed to ensure only the minimum required information necessary is collected.

Who is it shared with?



(Agency) CASFB must collect client information in UHMIS for program participation, even if you choose not to sign this form. However, information is shared with other providers only **after** you sign this consent form to release that information. For more information on how your information is protected and shared, please scan the QR code on this page or go to UtahHMIS.org/For-Clients.

What happens if I choose not to sign this form?

- You may refuse and will not be denied services unless a specific funding source for those services requires client information to be shared in UHMIS.
- You may refuse to share your information with only one or all other providers.
- You may choose not to share any specific data element even after signing this consent form.
- For (Agency) CASFB to serve you with this UHMIS participating project, your information will still be entered into UHMIS and be visible to the users who work for this agency. It will also be visible to a small group of people not employed with this agency who provide security, oversight, data analysis, and research to improve services for those served by UHMIS.

When does your consent end?

By default, your consent will end seven years after the signature date; however, you may also change your consent to share at any time. Due to the nature of UHMIS, when your consent ends, this agency will share no new information, but this agency will not remove anything already shared within the system.

Your Rights

- You may request this document in a format better suited to your needs and understanding.
- You may request to see information for yourself and your legal dependents and to change it if it is incorrect.

I understand the above statements and consent to including personally identifying information in UHMIS about me and any dependents listed below. I authorize the information collected to be shared with other providers. I understand that my personal identifying information will not be made public and will only be used with strict confidentiality. I also know that I may withdraw my consent at any time by submitting a UHMIS Informed Consent Revocation Form, which can be provided to me by this agency. I understand I may obtain a copy of my signed consent form from this Agency.

Client Signature (Parent/Guardian)	Client Name (Print Clearly)	Date

Dependent children under 18 in the household, if any (please print first and last names clearly):		

Agency Staff Signature	Agency Staff Name (Print Clearly)	Date

Agency use, check as needed.
<input type="checkbox"/> Client approved back-dated consent*, to the date: <small>* You may backdate up to five business days from today's date, as defined in UHMIS policy. (E.g., if the client signs the form on 7/5/24, you may backdate it to 7/1/24.)</small>
<input type="checkbox"/> The client gave verbal consent <input type="checkbox"/> The Client is unable to consent <input type="checkbox"/> The Client refused <input type="checkbox"/> Client restricts some sharing (describe on form)



Budget Sheet (Formulario de Presupuesto)

Rev: 8/6/2025

Name (Nombre): _____

Date (Fecha): _____

<i>Income for the Month of (Los Ingresos para el Mes de):</i>		
	<i>Gross (Bruto)</i>	<i>Net (Neto)</i>
Employment 1 (Empleo 1)		
Employment 2 (Empleo 2)		
TANF or General Assistance (Asistencia General)		
Food Stamps/SNAP		
Child Support (Sostenimiento Infantil)		
Social Security (SSI, SSDI, Etc) Seguro Social		
WIC		
Unemployment, Workers Comp (Desempleo, Compensacion laboral)		
Other (Otro):		
Total:		
<i>Income for the Month of (Los Ingresos para el Mes de):</i>		
	<i>Gross (Bruto)</i>	<i>Net (Neto)</i>
Employment 1 (Empleo 1)		
Employment 2 (Empleo 2)		
TANF or General Assistance (Asistencia General)		
Food Stamps/SNAP		
Child Support (Sostenimiento Infantil)		
Social Security (SSI, SSDI, Etc) Seguro Social		
WIC		
Unemployment, Workers Comp (Desempleo, Compensacion laboral)		
Other (Otro):		
Total:		
<i>Income for the Month of (Los Ingresos para el Mes de):</i>		
	<i>Gross (Bruto)</i>	<i>Net (Neto)</i>
Employment 1 (Empleo 1)		
Employment 2 (Empleo 2)		
TANF or General Assistance (Asistencia General)		
Food Stamps/SNAP		
Child Support (Sostenimiento Infantil)		
Social Security (SSI, SSDI, Etc) Seguro Social		
WIC		
Unemployment, Workers Comp (Desempleo, Compensacion laboral)		
Other (Otro):		
Total:		

<i>Monthly Expenses (Los Gastos Mensuales)</i>	
Rent (Alquilo)	
Deposit (Deposito)	
Electric (Luz)	
Gas	
Internet	
Water, Sewage, Garbage (Agua, Aguas Residuales, Basura)	
Phone (Cellular)	
Groceries (Aborrotos)	
Eating out (Comida fuera de Casa)	
Day Care (Mantenimiento de los Ninos)	
Gasoline (Gasolina)	
Car Payment (Pagos del Carro)	
Transportation (Transportacion)	
Medical Expenses (Gastos Medicos)	
Medical Insurance (Seguro Medico)	
Credit Card Payments(Tarjetas de Credito)	
Loan Payments (Prestamos)	
Child Support (Sostenimiento Infantil)	
Other (Otro)	
Other (Otro)	
Other (Otro)	
Other (Otro)	
Total:	

<i>Summary (Resumen)</i>	
Income (Ingresos)	
Expenses (Gastos)	
Difference (Diferencia) +/-	

Eviction Prevention Class



The schedule for this class will be attached.

It is a one-time class around 2 hours long. No children under 18 are allowed during the class.

It teaches your rights as a tenant, landlord obligations, legal responsibilities, budgeting, good tenant skills and habits.

The class is required for all rental assistance applicants. You do not have to have attended this class to be put on the waitlist but you do need to have taken the class before we can release any funds.

It does **NOT guaranty rental assistance.**

If this is your second time applying for rental assistance, attending the Learning Centers Financial Education classes might be required in place of the Eviction Prevention class.

Waitlist



Once you have submitted the documents from Part 1 of this packet to your Case Manager for review. Your application will be added to the waitlist.

The length of the waitlist depends on the number of applications submitted. On average the waitlist is between 2-4 weeks.

During this time make sure to prepare the documents from Part 2 and attend the Eviction Prevention Class.

Stay in contact with your Case Manager and your Landlord/Property Manager. Our Case Managers can help mediate with the Landlord/Property Manager if needed.

If you are homeless we can expedite the waitlist to help make sure you don't lose the rental offer with the landlord. This waitlist is usually 1-2 weeks.